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KERALA DEVASWOM RECRUITMENT BOARD
INSTRUCTIONS TO CANDIDATES

1. Observe silence in Examination Hall/Room.
2. Candidates shall occupy their seats allotted in the examination centre half an hour prior to the commencement of examination for verifying their identity with respect to the Identity Certificate and Admission Ticket.
3. No candidate will be admitted to the Examination Hall after the scheduled time of commencement of the examination.
4. Candidates are not permitted to leave Examination Hall/Room till expiry of allotted time
5. No other article except those specified in the instructions appended to the Admission Ticket, is allowed inside Examination Hall/Room.
6. Cellular/Mobile phones and such IT Gadgets or device or any other equipment capable of being used as a communication device are not allowed inside the premises i.e. building where the examination is being conducted. Any infringement of this instruction shall entail disciplinary action including ban from future examinations.
7. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers/laptops etc. to the venue of the examination, as arrangements for their safekeeping cannot be assured.
8. Seating Plan displayed is in the order of Admission Ticket numbers. Candidates before proceedings to the Examination Hall/Rooms are to check the exact location of their seat. In case of difficulty, they can contact the Assistant Superintendent.
9. Candidate should produce a photo affixed original Identity Card to prove their identity [Voters ID, Driving Licence, Passport, Identity Cards issued by Social Justice Department to Physically Handicapped candidates, Photo affixed Pass books issued by Nationalized Banks, PAN Card, Identity card issued to Government Employees by the concerned departments, Discharge Certificate / Identity Card issued to Ex-service men by Zilla Sainik Welfare Officer, Conductor license issued by Motor Vehicles Department, State of Kerala, Photo - affixed Pass Book issued by Scheduled Banks, /State/Dist Co-operative Banks , Photo affixed Identity card issued by Public Sector Undertakings (Corporation / Companies/ Boards/ Authorities etc.)/ Government Autonomous Institutions to their employees, Photo affixed Identity card issued to employees by Universities in the State, Photo affixed Medical Certificate issued by the Medical Board to PH candidates, Photo affixed Identity card issued by Bar Council to those who have enrolled as Advocates, Aadhar Card issued by the Central Government, Any other document already approved by the KDRB, and intimated to the candidates and

Examination centres before the Test are accepted for this purpose]. In the absence of the proof of identity, the candidate will not be admitted to the examination Hall.

10. Candidates should enter their name, address, register number and other relevant details in the space provided in the Identification Certificate. They should also affix their Passport size photo taken within a period of past six months (colour/black and white) in the appropriate place. The photo should be of 4.5 cms x 3.5 cms in size, face and shoulders should be clear, background should be white or light coloured, face centrally focused and eyes open and vivid. Photographs not in passport size, unclear face, with side view of face etc. should not be affixed in the Identification certificate. The candidates who produce Identification Certificate without affixing photo or affixing a photo not in the prescribed size and model will not be permitted to attend the examination.

11. The candidates should put their signature in the photo affixed in the Identification Certificate in the presence of Assistant Superintendent in such a way that part of the signature is in the photo and part in the paper and also beneath the declaration therein. They should also put their signature against their names in the address list provided in the examination hall.

12. Candidates should enter their register number and date of birth in the appropriate boxes in the A-part of OMR Answer sheet and blacken the relevant bubbles. The name and date of the examination should also be entered in the appropriate places. The candidate should blacken the appropriate bubble pertaining to Question booklet alpha code on B part. They should ensure that the alpha code entered in the Answer sheet is same as that one in the Question booklet. Answers should be marked in B-part.

13. Loaning or interchanging of pen, eraser or anything else by the candidates in the Examination Hall is not permitted.

14. Candidates have to write Answers in the space provided for answering each Question in the OMR Answer Sheet. Darken completely only the bubble corresponding to the right answer against each question by blue/black ball point pen.

15. Any attempt outside the pre-defined space shall not be evaluated. Immediately on receipt of Question Booklet, each candidate should first of all check that all pages of the Question Booklet allotted to him/her are in order to avoid inconvenience at later stage. Fresh OMR Answer sheet/Question booklet will not be supplied for any reason except printing/manufacturing defect.

16. Candidates are required to write the Question Booklet Serial Number in the Address List in respect of OMR Tests.

17. In no circumstances will the help of a scribe to write answers be allowed except in the case of visually challenged candidates who will be provided with the Scribe by the Chief Superintendent if the candidate has already obtained the permission of the Board. Candidates are not allowed to bring their own scribe.

18. No candidate shall copy from the papers of any other candidate nor permit his own papers to be copied.
19. A signal/bell will be given at the beginning of the examination and half time. A signal/bell will also be given five minutes before the closing time (except for OMR Tests) and again at the closing time. The candidates must stop writing or revising the answer on the signal of closing time. Any candidate, who is found writing or revising his answers after the expiry of the time will be penalized. In respect of written test, on hearing the signal /bell five minutes before the closing time the candidates should attach the main answer book and additional sheets together in order with the twine supplied and then only they should continue writing answer.
20. At the end of the test Part A and Part B of the OMR Answer Sheet should be separated along the perforated line and both parts should be handed over to the Assistant Superintendent in the examination hall itself. No candidate should leave the examination hall without handing over the answer sheet. A and B parts should never be separated before completing the examination.
21. The candidates should not tamper with or take away the OMR Answer Sheet with them. The candidate will be penalized for any attempt to do so. Candidates are allowed to take the Question Booklet only after the conclusion of test.
22. Candidates who misbehave to the officials engaged for examination duty and those who commit any malpractice / unfair means in the examination would be expelled from the Examination Hall.
23. Smoking or using intoxicating materials, in the Examination Hall/Room is strictly prohibited.
24. Candidates should follow the instructions issued in the Examination Hall/Room and those printed on the cover of the Question Booklet and in the OMR Answer Sheet before marking the answers. Any violation of instructions will render the candidate liable to such action as the Board may deem fit to take.
25. Applications are admitted provisionally since detailed scrutiny is not completed. On detailed scrutiny the applications with discrepancies, if any, are liable to be rejected.
26. If the examination is postponed due to any reason whatsoever the renewed date will be intimated through mass media and website of Kerala Devaswom Recruitment Board (www.kdrb.gov.in/www.kdrb.in). No individual intimation will be served. Candidates should honour the same admission ticket in the renewed date.
