



MIE 660/Pt-II/2019-20/3030

Dated 15th March 2021



Examination for the post of Technical Associate Level – I
Subject – Food Processing

INSTRUCTIONS TO CANDIDATES

A. Steps to complete the Application Process

Application Form may be submitted in **four** simple steps:

Step 1	Visit the websites of MIE / DOFP and click on the application form link on the homepage
Step 2	Fill in the online form as completely as possible and upload all documents
Step 3	Click submit if complete or save if you want to complete it later. An acknowledgement email will come with the application number in case of the former and a link to edit the form in case of the latter. The application number given in the mail will be the roll number to be used during the exam.
Step 4	Print out the acknowledgement email and paste your photo in the top right hand corner before the exam. Bring the printout on the day of the exam.
	All the 4 Steps can be done together or at separate times.
NOTE	<i>1. The final submission of Online Application Form will remain incomplete if Step- 2 and step-3 are not complete. Such forms will stand rejected and no correspondence on this account will be entertained. 2. The entire application process of applying is online, including uploading of scanned images and Printing of acknowledgement mail. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to MIE/DOFP through Post/ Fax/ E-mails /by Hand.</i>

B. Timing:

- Candidates are required to be present outside the examination venue one hour before the commencement of the exam for completion of all formalities and will only be allowed to enter the examination hall 10 minutes prior to commencing the examination.
- A maximum of 10 minutes grace from the start of the exam will be permitted for candidates arriving late after which they will not be permitted to sit for the exam. However there will be no extension of exam duration for such candidates.
- No candidate shall be permitted to leave the Examination Room / Hall before the end of the examination.

C. COVID-19 advisories and protocols:

- All candidates are required to download and carefully read these Instructions and Advisories for COVID-19 and strictly adhere to them.
- Candidates are to reach the exam centre as per the Reporting / Entry time at least 1 hour beforehand to avoid any crowding at the centre at the time of entry and to maintain social distancing.
- It is suggested that candidates visit the examination venue, a day in advance to see the arrangements at the centre, so that they do not face any problem on the day of examination.



- iv. MIE will implement Social Distancing measures as per Government of Meghalaya guidelines in the current scenario of COVID-19 to ensure health & safety of the candidates. Adequate measures are implemented for safety of all without compromising the high standards, sanctity, and fairness in conduct of the examination.
- v. Candidates are also required to adhere to guidelines and due process for Social Distancing and hygiene to ensure safety & health of their own and fellow candidates. For safety purposes, MIE strongly advises candidates not to bring anything other than permitted items as there will be no provisions for safe keeping of personal effects.
- vi. Before the start of exams and after, the Seating Area will be thoroughly sanitized including desk and the chair. All door handles, staircase railing etc will be disinfected. Wheelchairs (if present at the venue) will be disinfected.
- vii. Gap between 2 seats will be maintained as per GOM guidelines.
- viii. Hand Sanitizer will be available at entry and inside the exam venue at various places for candidates and staff to use.
- ix. It is ensured that all the processes are touch free as far as possible to ensure Social Distancing norms.
- x. **All candidates are to maintain 2 meters / 6 feet physical distance from each other at all times**
- xi. **All candidates are to wear face masks covering both the nose and mouth at all times during the exam and in the vicinity of the exam venue. Non compliance is subject to ejection from the exam venue. The decision of the invigilator concerned is final in this respect.**
- xii. **Face masks are to be taken off only for the purpose of checking their identity with their documents. Candidates are to maintain physical distance of 2 meters / 6 feet**
- xiii. **Sanitizers will be available at the venue. However candidates may also bring their own personal sanitizers of 50ml only.**
- xiv. **Gloves will not be allowed in the exam hall. Candidates wearing gloves will be asked to take them off before entering the hall.**

D. Identity check-up:

- i. For the purpose of establishing their identity, all candidates are to bring with them **"Any one of the original and valid Photo Identification Proof issued by the government"** - which will be checked prior to the exam – **Voter ID / e-EPIC / ADHAAR (With photograph) or m-Adhaar / Driving License / Pan Card / Passport / College ID / Govt. ID / PSU ID/ Ration Card./ Aadhaar Enrolment No. with Photo / Identification affidavit.** With the exception of m-Adhaar and e-EPIC, all other ID/Photocopies of IDs even if attested / scanned photo of IDs in mobile phone will **NOT** be considered as valid ID Proof.



ii. Invigilators are to rigorously check the IDs and tally with the application numbers before allowing entry into the exam hall. Invigilators are responsible to ensure full compliance with such requirement.

iii. Unacceptable ID Examples:

- Any document that does not meet the requirements
- Any document that is worn, torn, scuffed, scarred, or otherwise damaged
- Electronic document presented on a device (exceptions are e-EPIC and m-ADHAAR)
- Any document that appears tampered with or digitally altered
- Any document that bears a statement such as "not valid as identification"
- Credit or debit card of any kind, even one with a photograph
- Birth certificate
- Social Security card
- Employee ID card
- Missing Child ("ChildFind") ID card
- Any temporary ID card

E. At time of Entry

- i. Candidates need to maintain a space of at least 6 feet from each other at all times. Queue manager / ropes and Floor Marks will be arranged outside the centre. Please follow the instructions provided by centre staff.
- ii. Candidates will be required to sanitize hands with Hand Sanitizer before entry into centre. Hand sanitizer will be available at various locations in the centre.
- iii. **No Candidate would be allowed to enter the Examination Centre, without a printout of email acknowledgement containing the application number and Valid ID Proof.**
- iv. Printouts of the email acknowledgement with a recent passport photo pasted on the top right hand corner are to be signed by the candidate in the presence of examination staff. After signature the printouts are to be handed over to the examination staff before entry. Failure to do so may result in non-evaluation of your answers
- v. **Candidates are advised to carry only the following items with them into the examination venue:**
 - **Valid ID Proof**
 - **Email acknowledgement printout containing the application number (a clear printout on A4 size paper). One recent passport photo is to be pasted on to the top right hand corner of the printout.**
 - **A simple transparent Ball Point Pen**
 - **1 (one) extra copy of a recent passport photograph.**
 - **Personal hand sanitizer (50 ml)**
 - **Personal transparent water bottle**
- vi. Shoes/footwear with thick soles and garments with large buttons are **NOT** permitted



- vii. Candidates will be offered a fresh 3 Ply mask before entry. In order to stop chances of any UFM being used in the examination, the candidate is expected to wear the freshly provided mask at the centre. The candidate will be required to remove the mask worn by him/ her from home, and use the mask provided at centre only.
- viii. Do not bring prohibited items to exam centre as there will be no arrangements available for safe keeping of your belongings.
- ix. At time of entry, the acknowledgement printout, ID and body temperature (using Thermo Guns) will be checked and centre staff will guide you to your seats. Candidates are required to strictly adhere to instructions provided by centre staff.

F. During Examination

- i. Candidates are required to sign on the Attendance sheet after sanitizing hands with sanitizer.
- ii. Candidates must write **only their Roll Number** at the top of the sheet and must drop their answer scripts in the designated drop box without fail, after completion and before leaving the examination Hall/Room. Failure to do so may result in non-evaluation of your answers. **The roll number is the application number mentioned in the acknowledgement mail sent to all candidates after submission of forms.**
- iii. In case no application number is received in the mail, candidates are requested to immediately raise a query using the query link on the site well before the last date of submission. Any queries received after the 24th March 2021 will not be entertained.
- iv. No candidate shall be permitted to leave the Examination Room/ Hall before the end of the examination.
- v. On completion of the examination, please wait for instructions from Invigilator and do not get up from your seat until advised. The candidates will be permitted to move out one at a time only.

G. Breaks:

- i. Bathroom breaks may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the particular occasion are followed.
- ii. If a candidate falls ill during the examination and is unable to complete the examination, the concerned candidate should alert the invigilator and suitable arrangements will be made for proper medical attention.
- iii. No candidate shall re-enter the examination hall after leaving it unless he / she was under approved supervision during the full period of absence.

H. After Examination



- i. On completion of the exam, the candidates will be permitted to move out in an orderly manner one candidate at a time. Please wait for instructions from invigilator and do not get up from your seat until advised.
- ii. **Candidate must drop the answer sheets in the designated drop boxes before leaving the exam centre. Failure to do so may result in non-evaluation of your answers**

I. Question papers:

- i. The paper will be an objective type question paper which includes multiple-choice, true-false, matching and completion.
- ii. **All questions are compulsory**
- iii. Each question carries one mark
- iv. Max marks 1 x 150 = 150 marks
- v. **Time allowed – 90 minutes**
- vi. Question paper cum answer sheets will be handed out by the invigilators. No other paper than that shall be used. Answers written on any other paper will be considered invalid.
- vii. Candidates are not allowed to read the question paper until granted permission by the invigilator.
- viii. Candidates are not allowed to take the examination paper outside the examination hall. After the examination, the candidate should personally drop his / her examination answer sheet in the designated drop box.
- ix. Even a blank answer sheet shall be handed-in.
- x. Each answer sheet should compulsorily contain the candidate's roll number.

J. Other materials:

- i. Candidates should bring their own pencils, pens, erasers, rulers, and any other tools required for the examination.
- ii. Candidates are **NOT allowed** to carry any personal belongings including electronic devices, mobile phone and other banned/ prohibited items listed to the Examination Centre. Examination Officials will not be responsible for safe keeping of personal belongings and there will be no such facility. The Institute further takes no responsibility for the loss or damage of such belongings
- iii. Candidates are not permitted to carry or wear jackets, shoes, jewellery, watches, mobile phone, bag, electronic gadgets, wallets, stationery items, pencil cases, dictionaries, electronic dictionaries, calculators, written or electronic media into the examination hall with the exception of devices used for assisting Candidates with hearing, visual or other physical difficulties (to be supported by a medical



certificate from a competent authority). Exchange of pens, pencils, calculators, study material, etc. is not permitted.

- iv. ANY use of a cell phone or electronic device while an examination is in progress (including usage during a break) is grounds for denial of reentry to the examination room and will result in your examination scores being withheld and/or invalidated. All items brought into the examination center, including, but not limited to: cell phones, electronic devices, bags, purses, briefcases, jewelry, and items worn by the candidate may be searched at the discretion of the examination proctor and / or invigilator.
- v. Candidates are not allowed to bring any eatable item inside the examination hall.
- vi. Candidates should ensure that they are not carrying on their person any material, other than that allowed for the examination, before they take their seats in the exam hall. Any such material found on their person during the examination would be construed as a deliberate attempt to use unfair means and would be dealt with accordingly.

K. Disturbance:

- i. During the examination period, there must be no communications among Candidates or between a candidate and an outsider via any means, such as phones. This rule applies to Candidates in the examination hall and those on supervised breaks for visits to bathroom/s.
- ii. No Candidate shall leave his/her assigned seat without the permission of the invigilator.
- iii. It is the invigilator's discretion to decide whether, there is enough reason to remove a Candidate from the examination hall owing to disorderly conduct.

L. Miscellaneous:

- i. Candidates must ensure before they leave the examination hall that they have signed the **attendance sheet**.
- ii. **If claiming relaxation under PwD category, the candidate must bring PwD certificate issued by the Competent Authority. The scribe must also carry his/ her own Self Declaration (Undertaking) regarding educational qualification, etc., passport size photograph, valid government identity. The candidate must also bring her/his Own Scribe.**
- iii. Candidates (PWD / other medical problems) will be provided Writer in the Examinations only subject to prior permission from the Director, MIE. Documentary proof along with recommendations of a registered Govt. doctor will be required.
- iv. While leaving the examination hall the Candidates should not hang around to discuss the paper as there may be other examinations still in progress. Quietly leave the building to ensure that you do not disturb them.



- v. Candidates are advised to check updates on MIE's / DOFP's 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

M. PROCEDURE OF DECLARATION OF RESULT

- i. The result of the exam will be declared on the same /next day and will be placed on the MIE / DOFP website @ <https://miemeghalaya.org/> and <https://dofpmeghalaya.org/>. No separate intimation will be made to candidates who fail to qualify in this examination. No queries in this regard, whatsoever, will be entertained from such candidates.
- ii. All announcements related to the conduct of examination including issue of examination notification, admit card information, examination result would be available at MIE / DOFP website @ <https://miemeghalaya.org/> and <https://dofpmeghalaya.org/>
- iii. **The candidates are advised to be vigilant about the announcements on the MIE / DOFP websites as the MIE would not be responsible for non-receipt of any information.**
- iv. Single overall merit-rank list shall be prepared by MIE. In the event of tie/candidates getting equal marks in the Examination, relative merit will be determined in the following order:
- The candidate higher in age would be rated higher in merit
 - Candidates with higher % age/CGPA score in the qualifying examination would be rated higher in merit.
- v. The result of the examination would be available in terms of overall merit-rank obtained by the candidate declared eligible for interview.
- vi. No separate intimation about non-selection in the examination and marks obtained therein, will be sent to the candidate and no correspondence (Letter/Fax/E-mail, etc.) in this regard will be entertained
- vii. The schedule for interview will be notified separately on MIE / DOFP website (<https://miemeghalaya.org/> and <https://dofpmeghalaya.org/>) after declaration of results.

N. MIE process of Error and Scoring related Exception Handling

As per specifications all questions in the test papers are MCQs with only one correct answer. If any anomaly or discrepancy is found during key verification, it shall be addressed in the following manner:

- If two / three options are found to be correct post challenge or during key verification – Marks to be awarded to only those applicants who have marked either of the correct option.
- If all options are found to be correct – Full marks to be awarded to all students.
- If none of the options is correct/Question is found to be wrong/invalid – Question to be dropped and full marks to be awarded to all students.



CORRESPONDENCE WITH MIE

All correspondence should preferably be addressed through the query form on the webpage. The query shall be addressed only if it is not anonymous and contains the name, email, postal address and contact number of the sender. A query containing vague or general queries and other queries as contained in the Information to Candidates shall not be entertained. Queries shall not be entertained from person claiming to be representatives, associates or officiates of the applicant candidate. The following information shall not be revealed by phone or email:

- a. Internal documentation/status.
- b. Internal decision making process of MIE. Any claim/counter claim thereof.
- c. Dates & venue of internal meetings or name of the staff/officers dealing with it.
- d. Any information which in the opinion of MIE cannot be revealed

DISCLAIMER:

1. Candidates are advised to read the Information to Candidates carefully and go through the instructions regarding filling of Online Application Form given on MIE & DOFP website <https://miemeghalaya.org/> and <https://dofpmeghalaya.org/> before starting online registration.
2. Candidates should ensure that all information entered during the online application process is correct.
3. Online information provided by candidates like name of candidate, contact /address details, category, PwD status, educational qualification details, date of birth, etc during online application will be treated as correct/final and MIE will not entertain, under any circumstances, any request for change in information provided by the candidates.
4. MIE disclaims any liability that may arise to a candidate(s) due to incorrect information provided by the candidate(s) during online application process.
5. MIE does not edit/modify/alter any information entered by the candidates after completion of application form under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in application form.

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