

CENTRAL SANSKRIT UNIVERSITY
(Established by an Act of Parliament, 2020)
New Delhi

24-01-2023

NOTICE

This is notice for all concerned for all candidates those who applied for various non-teaching posts vide notification no. 03/2022 and 04/2022 dated 08th October 2022.

The candidates are directed to download the admit cards for the Computer Based Test (CBT) and Written Examination (Paper-2), {wherever applicable} from the website <https://sanskritnt.samarth.edu.in> from 25-01-2023 onwards.

The candidates are requested to firmly check the details in the admit card. If any deviations found in the date/time of examinations as per the notification dated 10-01-2023 available in the university website, or for any other corrections, then kindly inform at the earliest to make necessary changes.

All candidates are requested to strictly adhere the instructions supplied in the admit card. The procedure to download the admit card and the procedure to attend the CBT examination is herewith followed for guidance of the candidates.

This is issued with the approval of the Competent Authority.

REGISTRAR I/c

HOW TO DOWNLOAD ADMIT CARD

Kindly login to the URL, where registered/applied for the post

<https://sanskritnt.samarth.edu.in>

Central Sanskrit University
केंद्रीय संस्कृत विश्वविद्यालय

Recruitment Portal

Sign In
Enter your email address and password to access account.

Username *
Registered Email

Password *
[Input Field]

Verify Code

Remember Me

Central Sanskrit University
केंद्रीय संस्कृत विश्वविद्यालय

Welcome to the Recruitment Portal of Central Sanskrit University

Important Information

Note: In case of any persistent issue, the applicants can mail their problem at the email Id- support-recruitment@csu.co.in.

Further, under 'Action' row under, opposite to your post code, there will the application form, which applied. Under the application form there will be a button, 'Admit Card – 1'. Kindly click on this 'Admit Card – 1' and download the Admit Card, check the details.

S.No.	Post	Action	Application Status	Screening Status	Screening Comments
1	SECTION OFFICER	Download/Print Form Admit Card - 1	Submitted		

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Any changes / corrections, please mail to support-recruitment@csu.co.in
on or before **26-01-2023**

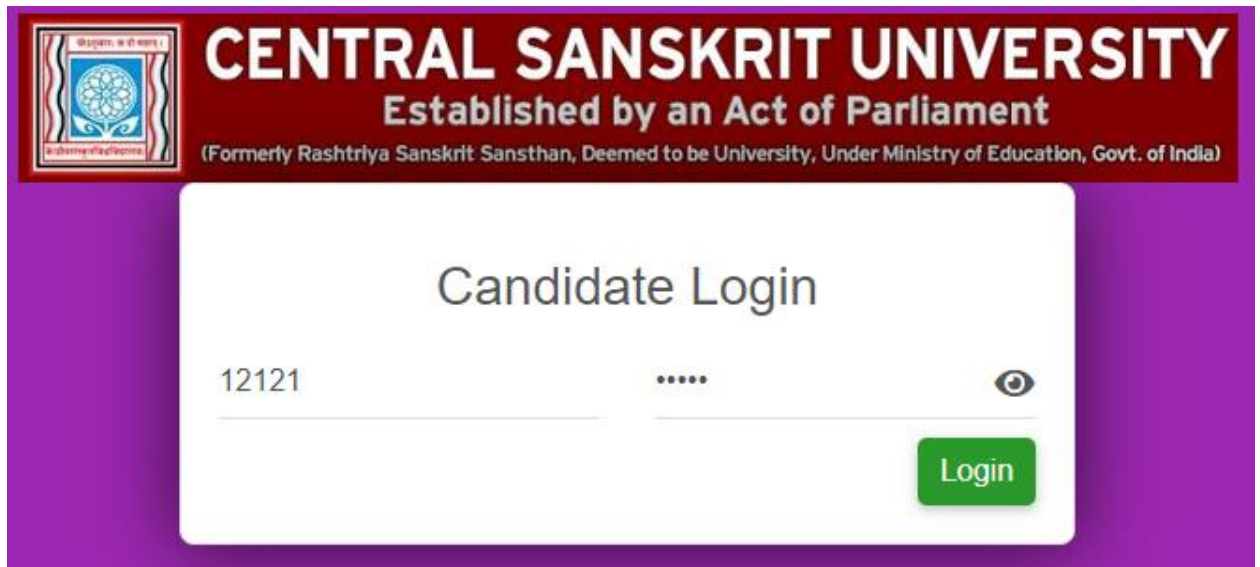
COMPUTER BASED TEST (CBT)


For the 1st time, Central Sanskrit University is organizing the ‘Computer Based Test (CBT)’ for recruitment of various non-teaching posts.

A CBT requires candidates to sit in front of a computer terminal (node) allocated to them against their Roll number and Admit card. After logging, the candidate will get detailed instructions for the examinations. At the designated time of start of **examination, the candidates will be able to proceed and see the questions on the computer screen** using the computer mouse. Candidates will have the option to change/modify/edit answers already entered at any time during the examination.

Procure for appearing in Computer Based Test (CBT):


- (a) A Computer terminal (node) indicating roll number will be allocated to each candidate. Candidates should find and sit on their allocated computers only. **Any candidate found to have changed room/hall or the computer on their own other than the one allotted would lead to cancellation of candidature and no plea in this regard would be entertained.**
- (b) For login, the candidate will have to enter login-ID and password. The computer terminal allotted to the candidate will display WELCOME login screen, Candidate’s photograph and POST applied by the candidate.



 **CENTRAL SANSKRIT UNIVERSITY**
Established by an Act of Parliament
(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University, Under Ministry of Education, Govt. of India)

Candidate Login

12121



- (c) After login, Candidate need to check exam name, Exam time, Number of questions and test duration.

The screenshot shows the Central Sanskrit University exam portal dashboard. At the top, there is a purple header with the university logo and name: "CENTRAL SANSKRIT UNIVERSITY Established by an Act of Parliament". Below the header, there are navigation buttons: "All" (1), "Yet To Start" (1), "Resume" (0), "Completed" (0), and "Expired" (0). A search bar is located on the right. The main content area displays a card for a "Hindi- English Mock" exam. The card includes the following details: Start: Jan 23 2023 10:00 AM, Expired: Jan 28 2023 10:00 PM, Time Zone : India Standard Time, No of Questions: 10, Test Duration: 60 Minutes, and Time Remaining: 60m: 0s. At the bottom of the card, there are two buttons: "Proceed" and "View Details". In the bottom right corner of the dashboard, there is a watermark that says "Activate Windows Go to Settings to activate Windows."

- (d) **On Click of Proceed button**, Candidate need to verify his name and Roll number and tick the I agree button and confirm.

The screenshot shows a "Candidate Confirmation" dialog box. The dialog has a green header with the title "Candidate Confirmation" and a close button (X). The main content area contains the following information: Exam Name : Hindi- English Mock, Roll No : 12121, and Candidate Name : Demo Exam. To the right of this information is a silhouette icon of a person. Below the information, there is a checkbox labeled "I Agree". At the bottom of the dialog, there is a "Confirm" button.

- (e) The candidate shall be able to see the detailed instructions for the examination. Candidates are advised to go through the instructions carefully regarding the type of questions and marking scheme. At the designated **time of start of the examination, the candidates will be able to proceed and see the questions** on the computer screen. **The keyboard attached to the computer, if any, will be disabled during the entire duration of the examination.** Depending on the type of question, the **answers to questions can either be entered by clicking on the virtual on-screen keyboard (numeric or otherwise) using the computer mouse or by clicking the chosen option(s) using the computer mouse.** Candidates will have the option to **change/modify answers already entered anytime during the entire duration of the examination.** **In case the computer/mouse allotted to any candidate malfunctions anytime during the test, he/she will be immediately allotted another computer system and the time lost due to this will be adjusted in the server so as to give the candidate the full allotted time.**

Mock Exam Instructions

Instructions

- Welcome to Online Exam for Mock Exam
- Exam has Total 10 Questions
- Total Time for Exam is 15 Minutes
- Negative Marking Exam : **No**

Best of Luck for your Exam

I have read and understood the instructions.

Don't worry this exam would not be graded. Its just a preview.

I am ready to begin

- (f) **The on-screen computer clock counter of every candidate will be set at the server.** The countdown timer in the top right side of computer screen will **display the time remaining (in minutes) available for the candidate to complete** the examination. When the timer reaches zero, the examination will end by itself. Candidate will not be required to end or submit the examination.

The screenshot displays the online exam interface. At the top, the test name is 'Hindi- English Mock' and the timer shows '00:59:57'. The question is 'Question 1: योग दर्शन द्वारा लिखा गया है/Yog Darshan is written by'. The question ID is '8074284'. The question palette on the right shows the status of 10 questions: 1 is red (Answered and Marked for Review), 2-5 are green (Attempted), 6-10 are blue (Not Attempted). The overall summary shows 0 Attempted, 10 Not Attempted, 0 Attempted and Reviewed, and 0 Not Attempted and Reviewed. The bottom navigation bar includes 'Previous', 'Save & Next', and 'Review' buttons.

- (g) The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

The questions(s) “Answered and Marked for Review” status for a question indicates that candidate would like to have a relook at that question again. A candidate has the option of answering a question and simultaneously “Marked for Review”, these answers will be considered for evaluation.

However, if a candidate has simply put “Marked for Review” for a question with answering it, the corresponding question marked for review without an answer will not be considered for evaluation. It may be noted that a candidate can return to any “Marked for Review” question any time during the examination by clicking on the corresponding question number icon displayed on the Question Palette of the corresponding section.

- (h) Candidate can click on the “>” arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question viewing window. To view the question palette again, candidate can click on “<” which appears on the right side of question window.
- (i) Candidate can click on to navigate to the bottom and to navigate to the top of the question area, without scrolling. Using the computer mouse, the candidate can scroll up and down the question viewing area for viewing the entire question.
- (j) The full paper can be viewed by clicking the “Questing Paper” icon on the top right corner of the screen.
- (k) **Blank Sheets for doing rough work/calculations shall be provided to the candidates.** The Blank Sheets would have a Header page for the candidates to write down his/her Name and Roll Number. **All calculations/writing work are to be done only in the Blank Sheets provided at the centre in the examination Room/Hall** and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.
- (l) **Navigation to a Question**
To navigate between questions within a Paper, candidate needs to do the following:
- (a) **Click on the question number in the Question Palette at the right of the screen** to go to that numbered question directly. Note that using this option does NOT save the answer to the currently displayed question.

- (b) Click on “Save & Next” to save the answer of any question. Clicking on “Save & Next” will save the answer for the current question and the next question will be displayed on the candidate’s computer screen.
- (c) Click on “Mark for Review & Next” to mark a question for review (without answering it) and proceed to the next question.

(m) **Answering a Question**

To navigate between questions within a Paper, candidate needs to do the following:

Procedure for answering a multiple-choice type question:

- (a) To select the option(s), click on corresponding button(s) of the option(s).
- (b) To deselect the chosen answer, click on the button of the chosen option again or click on the “Clear Response” button.
- (c) To save the answer, the candidate MUST click on the “Save & Next” button.
- (d) To mark the question for review (without answering it), click on the “Mark for Review & Next” button.

(n) **Navigating through sections**

- (i) Sections in the question paper are displayed on the top bar of the screen. Questions in a section can view by clicking on the section name. The section in which candidate is currently viewing will be highlighted.
- (ii) After clicking the “Save & Next” button on the last question for a section, candidate will automatically be taken to the first question of the next section.
- (iii) Candidate can shuffle between sections and questions within sections anytime during the examination as per the convenience only during the time stipulated.
- (iv) Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

(o) **Procedure for answering questions:**

- (a) Candidate will have to use the attached computer mouse to enter his/her answer in the space provided for answer.
- (b) The answer can be changed, if required, anytime during the test. To save the answer, the candidate MUST click on the “Save & Next” button.
- (c) To mark the question for review (without answering it), click on the “Mark for Review & Next” button.

Candidate will have the option to change previously saved answer of any question, anytime during the entire duration of the test. To change the answer to a question that has already been answered, first select the corresponding question from the Question Palette, then click on “Clear Response” to clear the previously entered answer and subsequently follow the procedure for answering that type of question.

(p) **Rough Work**

All calculations/writing work are to be done only in the rough sheet provided at the centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.