

Date: December 10, 2020

**ADVT. NO.: 29/2020**

**CANDIDATES SHORTLISTED FOR ONLINE EXAMINATION  
FOR THE POSITION OF “OFFICE SUPERINTENDENT”  
[RESERVED FOR OBC-NON CREAMY LAYER CATEGORY]**

As a part of selection process online examination shall be conducted for the shortlisted candidates.

Following candidates have been provisionally shortlisted for the selection process, assuming that they have a Bachelor’s degree in Commerce with first class or equivalent grade OR Master’s degree in Commerce from a recognized university / Institute, belongs to the OBC-Non Creamy Layer Category and possess valid documents in support and fulfills other advertised criteria.

Candidates may refer the detailed advertisement to ascertain the eligibility conditions at <http://www.iiserpune.ac.in/links/job-opportunities>.

Sr. No.	Application No.	Name
1	1_67786	AMIT GUPTA
2	1_67796	RAMESH BOLLA
3	1_67800	ANJANEYULU GUDALA
4	1_67801	PRASHANT KUMAR SONI
5	1_67807	TEJAS PRAKASH ADHAV
6	1_67808	MANGESH SURESH SATAV
7	1_67819	ROSHAN SANJAY KATOLE
8	1_67820	PALLAVI GAJANAN BARI
9	1_67822	NICHCHAL BHAURAOJI ITANKAR
10	1_67826	RAMASUBRAMANIAN MARIKUMAR
11	1_67827	BHAGYASHREE SURESH BANKAR
12	1_67852	POOJA RAJENDRA LONDHE
13	1_67853	RAHUL PANDURANG GHULE
14	1_67855	RAKSHA SHIVKUMAR RUNWAL
15	1_67856	VAIJNATH TATERAO JADHAV
16	1_67862	NIKUNJ RAJESH MALVIYA
17	1_67865	RANJIT MANIKRAO JADHAV
18	1_67868	DIMPLE GUPTA
19	1_67874	DIPAK VASANTRAO LONDHE
20	1_67876	MAYUR BHASKAR VARADE

Sr. No.	Application No.	Name
21	1_67878	DIPTANGSHU PAL
22	1_67882	VINAYAK SEVANAND MAHAMUNI
23	1_67886	NIDHI GUPTA
24	1_67890	KAUSTUBH SURENDRA SINGASANE
25	1_67894	DNYANDEEP RAMDAS LANDGE
26	1_67895	PALLAVI DEEPAK BENDRE
27	1_67897	PRIYANKA SANJAY GOJARE
28	1_67903	TOPESH KUMAR MEHER
29	1_67904	POONAM SAKHAHARI MUSALE
30	1_67907	SANTOSH DHONDIBA BAVDHANE
31	1_67912	ARJUN HARIBHAU SHILLAR
32	1_67920	GAUTAM KUMAR GUPTA
33	1_67921	ASHISH EKNATH NARKAR
34	1_67926	KOMAL RANA
35	1_67939	APARNA ASHOK BHATANE
36	1_67945	SARVESH RAJIV THAKUR
37	1_67963	AJAY A
38	1_67968	GOUSE PASHA
39	1_67976	ADITI YADAV
40	1_67977	CHAITRALI ANKUSH SARANG
41	1_67987	ANANT GIRIDHAR GURAV
42	1_67989	AJINKYA KISHOR WHAWAL
43	1_67992	SHARANAMMA
44	1_67998	UMESH RAMESH DEORUKHKAR
45	1_67999	ASHWINI MADHUKAR JAWARE
46	1_68008	SAJJAN SURYABALI YADAV
47	1_68009	DIBIN ANTO PATRICK
48	1_68014	RAHUL SHRIVAS
49	1_68043	SONAM ANANDA NIKAM
50	1_68045	ISHA DILIP BABHARE
51	1_68051	AKSHAY VINAYAK SHELKE
52	1_68058	CHETAN DINKAR SONAWANE
53	1_68060	NIRAJ KUMAR GUPTA
54	1_68063	VIKRANT RAMCHANDRA CHAVAN
55	1_68068	AKSHAY SATISH PINGLE
56	1_68079	PRAVIN ASHOK LABDE
57	1_68081	PRADEEP VILAS CHAVAN
58	1_68082	SHRINIVAS PANDHARINATH JUKKALE
59	1_68083	SAI ANANTH RAMAGIRI
60	1_68093	SATHEESH VELGAM

Sr. No.	Application No.	Name
61	1_68094	MIHIR SANJAY MAYEKAR
62	1_68096	GUDE CHALAPATHI
63	1_68098	RAJEEVA SHETTY NITESH
64	1_68107	ASHOAK ASHOAK
65	1_68108	AKSHAY ANAND BASUTKAR
66	1_68112	MUHAMMED ASHFAQUE M
67	1_68123	POONAM RAJU JADHAV
68	1_68135	AKSHADA PANDURANG MINDHE
69	1_68142	SREEJA S
70	1_68144	BHAVANA RAMPALLY
71	1_68147	PRADIP DHANRAJ SAPKAL
72	1_68152	JAYESH RAVINDRA SHIMPI
73	1_68157	PRANIT SHRIKANT BHASME
74	1_68163	ISHWAR GULAB SONAWANE
75	1_68171	AARTI RAMDAS DALVI
76	1_68176	AARTI ASHOKRAO BELE
77	1_68183	KUSUM RAJESHBHAI PRAJAPATI
78	1_68184	OMKAR VIJAY ROKDE
79	1_68194	CHETANA ANIL VISPUTE
80	1_68199	RESHMA ABID ATTAR
81	1_68201	VASANT SHETAYE SAHADEV
82	1_68206	BHUMESH RAJENDRA SAMALA
83	1_68218	SATISH SONBA SAKHARE
84	1_68228	GANESH YASHWANT NEVSE
85	1_68237	HEMANT PRAMOD WANI
86	1_68240	ASHWIN PUNDLIK RAUT
87	1_68244	ASIF PARAMBAN
88	1_68258	DATTATRAY DILIP PATIL
89	1_68265	AMIT SHASHIKANT ACHAREKAR
90	1_68269	SHAILA BALASAHEB TANPURE
91	1_68274	POOJA PRABHAKAR JATAL
92	1_68281	KARUNA KAILAS DHOTRE
93	1_68282	FEIROJA BASHIR TAMBOLI
94	1_68284	PRITAM CHANDRAKANT SHINDE
95	1_68288	DAYANI SURENDRA SANGVEKAR
96	1_68289	KEDAR SUDHIR WANI
97	1_68290	PURVA SURYAKANT GAIKWAD
98	1_68297	SWORUP SAHOO SATYA
99	1_68301	MANOJ GOUD BAGANNAGARI
100	1_68302	BHUSHAN DATTATRAY PATIL

Sr. No.	Application No.	Name
101	1_68305	SURAJ BALKRISHNA HANDE
102	1_68313	RAJESH VYANKAT PAWAR
103	1_68319	KEDAR JAGANNATH MHATRE
104	1_68320	SACHIN - YADAV
105	1_68332	SARIKA DATTATRAY BORADE
106	1_68336	SHRIKANT LIMBRAJ KACHARE
107	1_68341	SHEETAL VIJAY KUMBHAR
108	1_68348	SANKET SARASRAM SINGADE
109	1_68349	MANOJ KUMAR YADAV
110	1_68353	AKSHAY VERMA
111	1_68367	RANAJOY PAUL
112	1_68369	HEENA DHABEKAR
113	1_68378	GANESH RAMDAS KATHAWATE
114	1_68379	SARIKA GOVARDHAN BHAVSAR
115	1_68387	SUNIL KUMAR JAISWAL
116	1_68399	SANJAY MOLHU SAHU
117	1_68402	PREETI MACHINDRA BARAWKAR
118	1_68404	SHRADHA DATTARAM SUTAR
119	1_68406	VAISHALI MADHUKAR PILLEWAN
120	1_68407	RANU SIRVI
121	1_68408	RAJESH KUNURI
122	1_68420	CHETAN NANASAHEB MOTE
123	1_68424	AJISH K S
124	1_68428	AJAYKUMAR VILAS BHALKE
125	1_68432	RADHAKRUSHNA PATILBA THANGE
126	1_68433	JAYSHRI NANDKISHOR PATIL
127	1_68436	SHAIMA A GANACHARI
128	1_68440	SAYALI SHIRISH DIXIT
129	1_68445	PRASAD SHRIRAM KATE
130	1_68451	KUMAR ANKIT SAHA
131	1_68456	SHITAL MADHUKAR MAHAJAN
132	1_68459	AKHIL M P
133	1_68460	MANOJ SUBHASH WADKAR
134	1_68463	ANIL BHASKAR GAWALI
135	1_68465	SIVARAM CHOWDAM
136	1_68468	MEGHANA SURESH DARDE
137	1_68475	UDAY KUMAR YADAV
138	1_68480	SHUBHADA KAPIL PUTTA
139	1_68483	SHRUTI DIGAMBAR FUTANE
140	1_68484	ARATI ARVIND FATANGARE

Sr. No.	Application No.	Name
141	1_68491	ASHLESHA PRALHAD NAVGIRE
142	1_68500	TUSHAR GOVIND LONDHE
143	1_68502	SAYALEE SANSKAR DAMLE
144	1_68505	AMEY SUBHASH RAMDHARNE
145	1_68506	POTNURU SANTOSH KUMAR DAS
146	1_68507	VAIBHAV RAJENDRA PINGALE
147	1_68511	TUKARAM NAMDEV VHORE
148	1_68513	PAYAL DUSANE
149	1_68516	MINAKSHI SANJAY CHIKHALKAR
150	1_68524	DHIRAJ KASHINATH SONAWANE
151	1_68532	SURAJ MADHUKAR DHAWALE
152	1_68534	RUPALI TUKARAM DIVANE
153	1_68536	SHILPA BASAVARAJ TOGARE
154	1_68538	KARISHMA SATISH AURANGE
155	1_68543	FARHAN GAFOOR C H
156	1_68548	CHANDRABHUSHAN PRALHAD BANSODE
157	1_68549	ADITI DEEPAK RUIKAR
158	1_68551	JAGANNATH RAMDAS BARDE
159	1_68553	ANITA POPAT VIRKAR
160	1_68561	PRAVIN PRABHAKARRAO KHARWADE
161	1_68565	MAYUR KAILASH SONAWANE
162	1_68566	DIGAMBAR MANOHAR INGOLE

### **SCHEDULE OF EXAMINATION RELATED ACTIVITIES:**

Sr. No.	Activity	Date	Registration Start time	Time
1	Infrastructure Readiness Checking (IRC) of candidates system through link provided by email a day before (Hardware, Software and connectivity etc.) AND Mock Test 1	28-12-2020	11 AM-12:00 Noon	Starting 12:00 Noon to 02:00 PM
2	Mock Test – 2 (Dry run check [DRC])	29-12-2020	11 AM-12:00 Noon	12:00 Noon to 01:00 PM
3	<b>Actual Exam</b>	<b>31-12-2020</b>	11 AM-12:00 Noon	<b>12:00 Noon to 01:00 PM</b>

- During the registration process, candidates have to login, register and download the IBA launcher using the link sent on email which was provided in the application form. The email having the link, username and password shall be sent a day prior to the activity.

- IRC exam slot is for 2 hours where candidates will be able to login anytime between 12 Noon to 2 PM and take a small assessment for duration of 20 minutes.
- DRC and Actual exam will be for 1 hour each.

**Candidates are advised to go through detailed Examination Instruction and Do's & Don'ts given below.**

**Login ID, Password and registration link will be communicated separately one day prior to the respective date.**

## **INSTRUCTION FOR CANDIDATES FOR ONLINE EXAMINATION**

### **EXAMINATION CAN ONLY BE GIVEN ON DESKTOP OR LAPTOP HAVING WEBCAM**

#### **1. Hardware requirements:**

Desktop PC or Laptop along with the Mouse for better Navigating experience with following minimum configuration:

- (a) RAM : 4GB of RAM
- (b) Processor : Intel Core i3 (or equivalent) and above
- (c) HDD : 100 MB of free space
- (d) Internet speed : minimum 2 mbps
- (e) Other peripherals : Web Cam, Uninterrupted Power supply and internet connectivity during examination time.

#### **2. Software requirements :**

- (a) Operating System : Windows 7, 10 and Ubuntu LINUX (14.1 and 16) version.

Details of OS and Supported Browsers:

1. Windows 10, 7 - Google Chrome - All versions.
2. Windows 10, 7 - Internet Explorer - All versions.
3. Windows 7 - Firefox - Version 46 to 56.
4. Ubuntu - All versions.

**[Note : Windows 10 – Firefox, Safari, MAC Operating Systems Not supported].**

- (b) Drivers : All Updated drivers including for webcam.
- (c) System Permissions: Allow / grant permission in anti-virus software for browsers to connect to camera (Click on Antivirus, open privacy protection and disable webcam protection)
- (d) Screen Resolution : System screen resolution is set to 1024\*720 only.

(e) Zoom Level : Set the browser zoom level to 100%.

(f) Camera Access : Access to camera should be “allowed” for browser

**(g) Firewall & Proxy : Ensure that the firewall setting is turned “off” for the duration of assessment and Disable all Proxy setting**

**(h) Anti-virus settings : Temporarily disable/stop the antivirus program.**

**(i) Organisational Systems: Need permissions for the same.**

### 3. Procedure for registration and appearing for exam:

A day before (refer schedule), candidates will receive an USER NAME and Password along with an assessment link on their email id provided in the application form.

(a) Access the URL on a browser of your choice (Refer Sr. 2 (a) - Chrome recommended) from the system you are going to use for taking the assessment.

(b) Wait for the login screen as shown below.



(c) Enter the correct username and password as provided in the email sent to your registered email ID

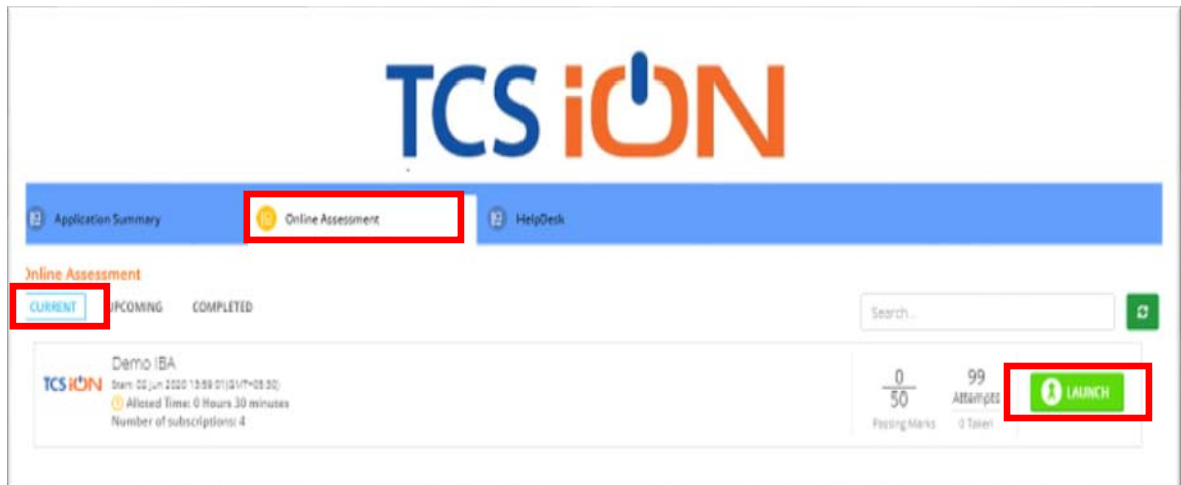
(d) Click **Login**.

There will be three tabs visible

- I. **Application Summary:** This tab will contain your basis information. Please go through this to ensure it's your details only. **Make sure the details are matching with online application filled by you for the said post on IISER Pune website.**
- II. **Online Assessment:** This tab will contain access to the assessment that you need to appear for.
- III. **Helpdesk**

(e) Click **Online Assessment** tab.

(f) Select **CURRENT** tab.

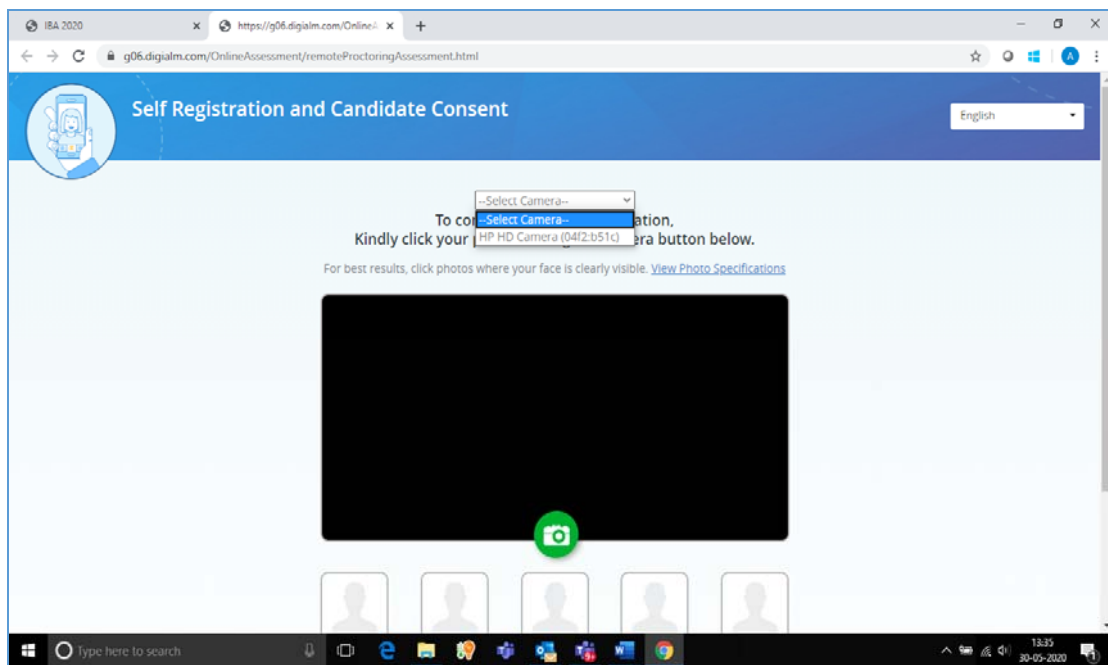


(g) Click **Launch**.

(h) Enable Pop-ups, if prompted.

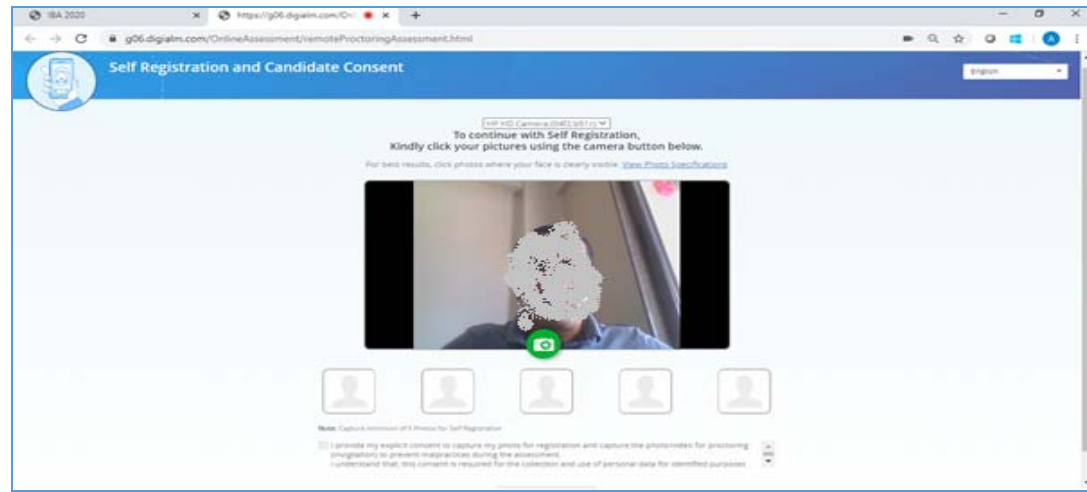
(i) Camera Check and Candidate Consent

(j) Select camera, allow browser to use camera,





(k) Follow guidelines on screen to take 5 self-registration pictures, as per instructions on Screen:

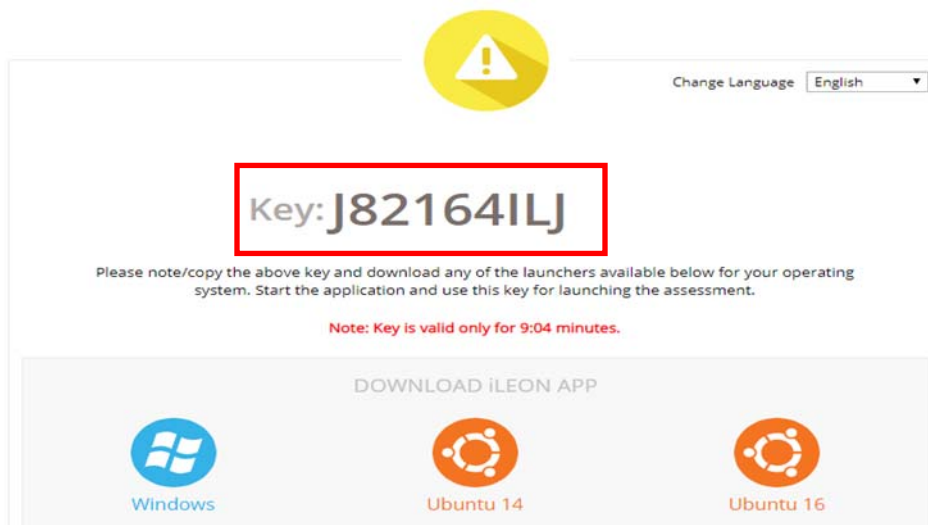


(l) Check your picture visible on the photo window.

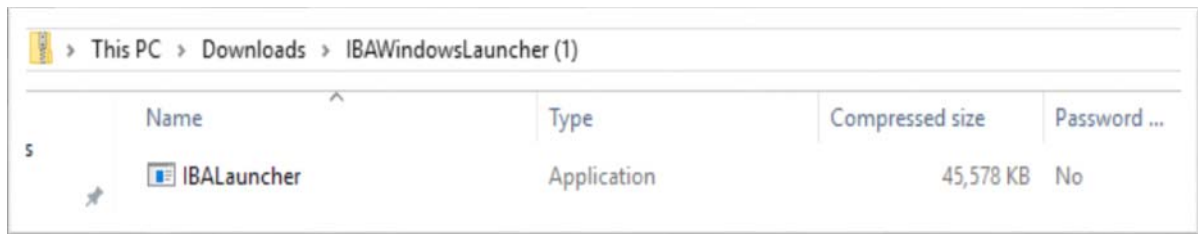
(m) In case you see a red border around any photo image, please click on that image and capture your photo once again.

(n) Read Undertaking content, Select the check-box and provide consent.

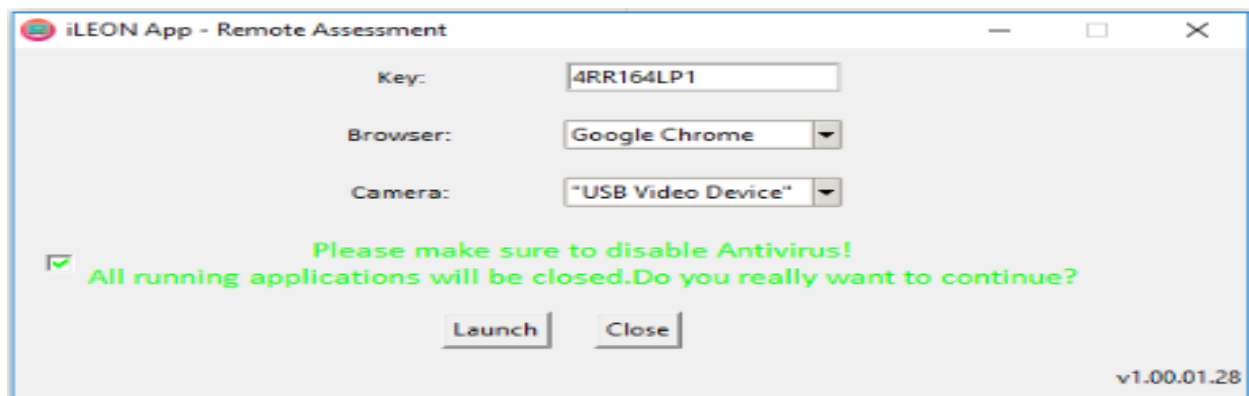
(o) Click **Validate**. A **unique key** is displayed. Copy that key and store it somewhere safe.



- (p) By clicking the appropriate OS icon, download the launcher compatible for your Operating System.



- (q) Extract (unzip) the downloaded file and start the IBA Launcher – the IBA Launcher window appears.



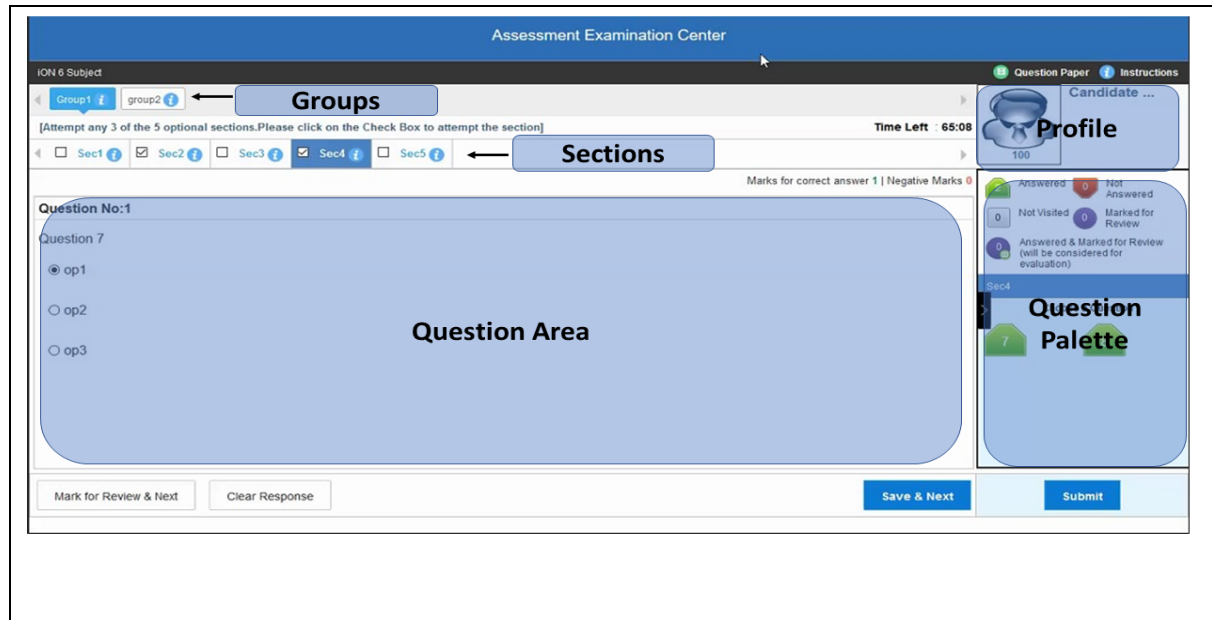
- (r) Enter the unique key (token) generated,
- (s) Select the browser,
- (t) Select camera
- (u) Select the checkbox (as shown by arrow below).
- (v) Click Launch. This will close all other windows / programs running on your system.
- (w) Read the General Instructions displayed on screen.
- (x) Select "I have read and understood the instructions and agree to adhere to them" Disclaimer checkbox, Click I am ready to begin. Read the Group Instructions
- (y) Click Proceed to start the assessment.
- (z) The IBA Launcher once downloaded can be used for future assessments. You need not download the launcher every time before the assessment. If any update is available while launching, system upgrades the launcher automatically.

#### 4. Using the Assessment Console:



Questions and the Answer options/choices appear on the assessment console during the exam. Answer the questions on the console.

Additionally, the assessment console displays information such as exam instructions, section instructions, candidate profile, question palette, exam timer and so on.

The typical assessment console contains the following areas:



##### (a) Question Area:

- (i) Question area displays the questions and answer choices.
- (ii) A simple calculator also shall be available on the screen near exam timer.
- (iii) Questions for examination will be based on following syllabus :
  - a) Analysing Financial Statements
  - b) Capital Budgeting
  - c) Working Capital Management
  - d) Accounting Ratios
  - e) Cost Accounting
  - f) Budgeting
- (iv) In the question area, click  to move to the bottom and click  to move to the top, without scrolling.

**(b) Question Palette:**

The Question Palette is displayed on the right side of screen. It displays the status of each question using one of the following symbols:



- (i) **Answered:** Indicates the questions answered by you.
- (ii) **Not Answered:** Indicates the questions not answered by you.
- (iii) **Not Visited:** Indicates the questions not visited by you
- (iv) **Marked for Review:** Indicates the questions you would like to look at later.  
To mark a question for review, click **Mark for Review & Next**.
- (v) **Answered and Marked for Review:** Indicates that you have answered the question and then marked it for review.
- (vi) **While attempting a question, the candidate has following options:-**
  - a) Question 1 will appear. Candidate can answer this question or choose any other question from the palette.
  - b) When chooses a question, candidate can answer by clicking one of the 4 options. Candidate then need to press the “save and next” button.
  - c) If a candidate wants to be doubly sure of his answer and wants to visit it later, candidate may click the “Marked for Review” button. When candidate presses this button, candidate can revisit the question later. If candidate revisits later and changes the option, candidate can press “Save and Next” button to confirm the answer.
  - d) In case candidate does not revisit the question, the earlier answer will be taken as final.
  - e) A candidate can revisit the question marked for ‘Review’ or even marked with ‘Save and Next’.

### (c) Navigating to a Question:

- (i) Click the question number on the Question Palette to view the question.

**Note:** *Ensure you save the answer to the current question before moving to the next selected question.*

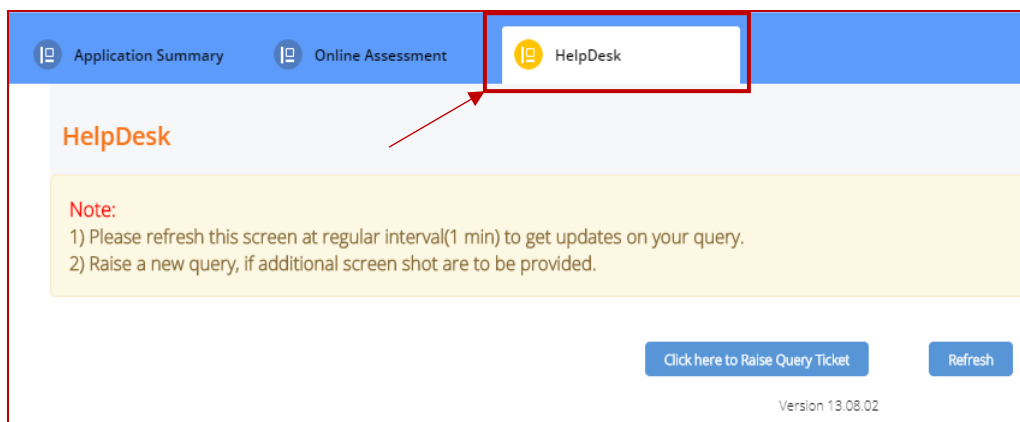
- (ii) Click **Save & Next** to save the answer for the current question
- (iii) Go to the next Question.

### OR

- (iv) Click **Mark for Review & Next** to save the answer and mark it for review,
- (v) Go to the next question.

## 5. Help Desk

Allows the candidates to use HelpDesk to seek technical support and communicate with the Support Team for any queries with respect to the assessment.



## 6. Other Key Instructions:

- (a) In case of any laptop / desktop malfunction or loss of internet connectivity –
  - (i) Check your power cable and network cables.
  - (ii) Login again once the connection is restored. The exam will resume from the point where it had stopped.

**Note:** *Do ensure to login within 15 minutes, to avoid losing time from your allotted exam duration.*

- (b) In case of any other issues – Select the appropriate help category required from the drop-down menu on your screen – a proctor will contact you.
- (c) If you have any feedback on the questions/ assessment, please provide the same at the end of the actual assessment.
- (d) Be mindful that this is a “Remote Proctored” assessment and all your actions are being monitored by artificial intelligence / machine learning technologies as well as supervisors.

## **7. Things “TO DO” while Actual examination:**

- (i) Read through the Exam Instructions.
- (ii) Check on the location from where you will take the entire exam
  - (a) Comfortable seating position, with ideally a wall or showcase behind you
  - (b) Adequate brightness in the room
  - (c) Light source facing you and not on camera
- (iii) If you are using laptop, do check that it is power charged and plugged in to power. In case of Desktop, make sure that it has UPS back up for required duration.
- (iv) Check system configuration to be minimum as advised in instruction.
- (v) Check you have the correct and valid Login ID and Password received on your email.
- (vi) Check proper working of
  - (a) Internet connection
  - (b) WebCam
  - (c) Power supply / Power Backup
- (vii) Disable Antivirus on the system.
- (viii) Allow for permission for webcam from your browser settings.
- (ix) Turn off any application notifications, background processes running on your system to be used for test-taking.
- (x) Download and save the launcher on your system, at least 2 hours in advance of your IRC/DRC. The IBA Launcher once downloaded can be used for future assessments. You need not download the launcher every time before the assessment. System upgrades the launcher, if any update is available while launching.

- (xi) Ensure all other applications, folders and files are closed, before launching the Launcher.
- (xii) Maintain decorum as you would, while appearing for an exam from a test centre.
- (xiii) Raise a Help Desk query in case of any difficulty faced.
- (xiv) Accept the Terms and Condition displayed on your Console
- (xv) Keep track of exam timer.
- (xvi) Look for any onscreen messages and respond immediately as per the message received
- (xvii) Be aware, that any suspicion of malpractice or attempted use of unfair means can lead to your disqualification.

#### **8. Things 'Not to Do' while Actual examination:**

- (i) Do not change the computer / laptop already tested by you and made ready during Mock, for actual exam
- (ii) Do not have anybody else present in the test taking room apart from yourself  
Noncompliance to this will lead to your disqualification.
- (iii) Do not share the internet bandwidth during course of the Exam.
- (iv) Do not move away from your computer and Web Cam range
- (v) Do not have a light source behind you or at an angle that will cast any shadow on your face
- (vi) Do not have any paper, device, equipment with you that has not been explicitly approved by Examination body.
- (vii) Do not cover the webcam at any point from start of examination till your examination is submitted
- (viii) Do not create virtual setup of screen mirroring or casting your screen.
- (ix) Do not consume any breakfast/meal/snacks/beverage during examination.
- (x) Do not cover or mask your face.
- (xi) Do not change the seating posture.
- (xii) **Do not talk to anybody** while taking the exam
- (xiii) Do not have anybody present with you while taking the exam
- (xiv) **Do not use your mobile phone** or any other communication device during the course of examination
- (xv) Do not share your screen with anybody

- (xvi) Do not take screenshots or video or photos of question to share with anyone or on social media channels
- (xvii) Do not try any unfair means to gain advantage in the examination
- (xviii) Do not try to use any other application other than Launcher on the system
- (xix) Do not Hit 'X' on top right corner to close the Launcher window**
- (xx) Do not leave the computer/examination ahead of allotted exam end time
- (xxi) Do not move around your seated position such that it obstructs a clear frontal view of your full face.

Mere appearance in the online examination shall not entitle applicant to continue in the selection process which will depend upon he/she fulfills all the eligibility criteria at each stage of the selection process.

**Candidates are being informed by email and SMS on the details given in the application form. No separate communication shall be made.**

**Contact Information :**

**Email : [recruitment@iiserpune.ac.in](mailto:recruitment@iiserpune.ac.in)**

**Tel. No. : 020-25908270 (10.30 a.m. to 12.30 p.m. and 02.30 to 04.30 p.m. on working days- Monday to Friday)**

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