

भारतीय लेखा परीक्षा एवं लेखा विभाग  
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क्रमांक: नि.वि.1/समूह-3/डी-292

दिनांक: 19.06.2026

प्रति,

वरिष्ठ संभागीय लेखा अधिकारी,  
संभागीय लेखा अधिकारी -1,  
संभागीय लेखा अधिकारी -2,  
संभागीय लेखापाल,

**विषय- Instructions for Candidate Registration and Authentication  
Process for Exam 1 of 2026.**

उपरोक्त विषयान्तर्गत मुख्यालय कार्यालय ने अपने ईमेल दिनांक 18.06.2026  
के माध्यम से **Instructions for Candidate Registration and Authentication  
Process for Exam 1 of 2026** जारी किए हैं, जो इस पत्र के साथ संलग्न कर  
सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

यह पत्र उप-महालेखाकार महोदया द्वारा अवलोकित है।

संलग्न: उपरोक्तानुसार

  
वरिष्ठ लेखा अधिकारी/नि.वि.1

क्रमांक: नि.वि.1/समूह-3/डी-  
प्रतिलिपि-

दिनांक: 19.06.2026

सहायक लेखा अधिकारी/VLC (स्थानीय) की ओर वेबसाइट पर अपलोड किये  
जाने हेतु प्रेषित हैं।

  
वरिष्ठ लेखा अधिकारी/नि.वि.1

# Instructions for Candidate Registration and Authentication Process

## Registration

- All candidates are advised to report to the Examination Centre by 09:30 AM for Shift-I and 01:30 PM for Shift-II to facilitate smooth registration and entry procedures. Candidates will not be permitted to enter the Examination Centre after 10:30 AM for Shift-I and 02:30 PM for Shift-II under any circumstances.
- Upon arrival at the Examination Centre, each candidate shall undergo the registration process.
- During registration, the candidate's photograph shall be captured through the system and linked with the candidate's examination record.

## Recording of Seating Details on Admit Card

- After completion of registration, the following details shall be recorded on the Admit Card:

1. *Lab Number allotted to the candidate.*
2. *System/Workstation Number allotted to the candidate.*
3. *Serial Number of the candidate on the Attendance Sheet.*

- These details shall be entered by the registration staff immediately after completion of registration and before the candidate proceeds to the allocated seat.
- Candidates shall be guided to their respective locations based on the details recorded on the admit card.

## Final Authentication at Workstation

- After taking their allotted seats, candidates shall undergo a final face authentication/face detection process at their respective workstations.
- Candidates shall be permitted to access the examination system only after successful authentication. In case of any difficulty or issue during the authentication process, the same should be brought immediately to the notice of the Invigilator.

Sd/- Tarun.  
B.  
19/6/26



## **Seating Arrangement**

- Seats shall be allotted through the system on a random basis.
- If the Centre In-charge considers it necessary from an examination administration or operational perspective, candidates may be requested to change seats. Candidates shall comply with such instructions.

## **Demo Videos and Examination Guidance Material**

- Demo videos for PC-1, PC-3, PC-8 and Barcode Process have been uploaded. Candidates are advised to go through the same before appearing in the examination.
- The demo videos may be accessed by following the steps given below:
  1. Visit the CAG website at <https://cag.gov.in>.
  2. Click on the "Departmental Examinations" tab available on the homepage to access the Departmental Examinations Dashboard.
  3. Under the "Useful Links" section on the Dashboard, click on the links to the demo videos available therein.

## **Safekeeping of Candidates' Belongings**

- A designated area for safekeeping of candidates' belongings shall be provided by the Examination Centre. However, candidates are advised not to bring valuables to the Examination Centre.

## **General Instructions**

- The question paper will be available in both English and Hindi languages. However, both language versions will not be displayed simultaneously on the same screen.
- Candidates will have the option to switch between English and Hindi at any stage during the examination by using the Language Shift button provided on the screen.
- Candidates may change the language for any question, as many times as required, throughout the examination.
- By clicking the Language Shift button, the question currently being viewed will be displayed in the selected language (English or Hindi).

- In case of any difference between the English and Hindi version of the question, the English version will prevail.

### **Scanning of Descriptive Answer Scripts**

- Candidates appearing in descriptive papers/components are required to remain seated till completion of scanning of the answer booklets.
- Signature from the candidates shall be obtained after scanning of the answer sheets in the forms provided by the SSC as confirmation that their answer sheets have been scanned completely.