



ADRE-2024

INSTRUCTION MANUAL

**STANDARD OPERATING PROCEDURE FOR CONDUCT
OF WRITTEN EXAMINATION
FOR RECRUITMENT OF CLASS III AND CLASS IV
POSTS UNDER STATE LEVEL RECRUITMENT COMMISSION
FOR CLASS III AND CLASS IV POSTS**

**State Level Recruitment Commission,
for class III and IV posts.
and
Board of Secondary Education, Assam**

STANDARD OPERATING PROCEDURE FOR CONDUCT OF WRITTEN EXAMINATION FOR RECRUITMENT OF CLASS III AND CLASS IV POSTS UNDER STATE LEVEL RECRUITMENT COMMISSION FOR CLASS III AND CLASS IV POSTS

The Government of Assam and the State Level Recruitment Commission for Class III and Class IV have entrusted Board of Secondary Education, Assam (SEBA), the responsibility for conducting Written Examination of Assam Direct Recruitment Examination (ADRE), 2024 for the recruitment of Class III and Class IV posts.

District selected for Written Examination:

All the written examinations shall be held in the following districts of Assam.

Sl.No.	Name of Districts	Sl.No.	Name of Districts
01	BAJALI	15	KAMRUP METRO
02	BAKSA	16	KARBI ANGLONG
03	BISWANATH	17	KARIMGANJ
04	BONGAIGAON	18	KOKRAJHAR
05	CACHAR	19	LAKHIMPUR
06	CHARAIDEO	20	MAJULI
07	CHIRANG	21	NALBARI
08	DARRANG	22	SIVASAGAR
09	DHEMAJI	23	SONITPUR
10	DIBRUGARH	24	TAMULPUR
11	DIMA HASAO	25	TINSUKIA
12	GOLAGHAT	26	UDALGURI
13	JORHAT	27	WEST KARBI ANGLONG
14	KAMRUP	28	BARPETA

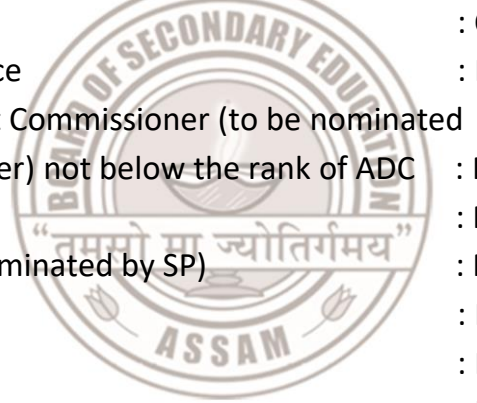
The tentative schedule of the different written tests shall be as follows:

Name of the Posts	Date of Examination	Time of Examination	Paper	No. of Candidates (approx.)
HSSLC level posts	15 th September, 2024	10:30am to 01:30pm (1 st Half)	Paper-III	1123204
Bachelor's Degree level posts	29 th September, 2024	09am to 12 noon (1 st Half)	Paper-IV	529989
HSLC level (Driver) posts	29 th September, 2024	01:30 pm to 04:30 pm (2 nd Half)	Paper-V	204091

Name of the Posts	Date of Examination	Time of Examination	Paper	No. of Candidates (approx.)
HSLC level posts	27 th October, 2024	09 am to 11:30 am (1 st Half)	Paper-I	827130
Class VIII posts	27 th October, 2024	01:30 pm to 04:00pm (2 nd Half)	Paper-II	552002

The dates of the Written Tests mentioned above are tentative and may change, if required.

With a view to ensure smooth conduct of the written Examination for the recruitment of Class III and Class IV posts and to avoid any untoward incident or hindrance in way of anti-social activities or elements, both the Commissions as well as Govt. of Assam entrusted the responsibility of holding of free and fair examination to the District Commissioner of the concerning District. Therefore, for convenience district committee may be constituted with the following members by the District Commissioner:

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- 1) District Commissioner : Chairman
 - 2) Superintendent of Police : Member
 - 3) Nodal officer of District Commissioner (to be nominated by District Commissioner) not below the rank of ADC : Member
 - 4) ADC i/c of Sub-district : Member
 - 5) Additional SP (to be nominated by SP) : Member
 - 6) Circle Officers : Member
 - 7) Inspector of Schools : Member Secretary
 - 8) All DEEOs and all BEEOs : Member
 - 9) Supervising Officers (maximum four), as nominated by District Commissioner : Member
 - 10) Centre –in-charge (maximum two from the institution where Written Test will be conducted) : Member
 - 11) Member Secretary of the Regional office of SEBA : Member

1. The District Commissioner of the district will be **the overall-in-charge** of the entire recruitment Examination of both Class III and Class IV categories of posts.
2. The District Commissioner will arrange for the security of the Question booklets and OMR Answer sheets right from storage to distribution of the same to the centres in his/her district till returning of the same to the designated location of SEBA on completion of all works relating to written examination.
3. The Superintendent of Police of the district will extend all necessary help to the District Commissioner for smooth conduct of the examination.

4. All the District Magistrate are requested to issue order under Section 163 of THE BHARATIYA NAGARIK SURAKSHA SANHITA, 2023 prohibiting the entry of any person other than the candidates and officials engaged for conduct and monitoring of Examination on the day of examinations to be held for the recruitment for the post of Class III and IV of the Government of Assam, in and around 100 meters of Examination centers.
5. Govt. of Assam enacted a law namely 'The Assam Public Examination (Measures for Prevention of Unfair Means in Recruitment) Act 2024' to prevent use of unfair means, undue possession and disclosure of question paper, unauthorized entry in the examination centre/ hall. Section 10(1) of the Act prescribes penalty for any violation found, and as per the Act is punishable with imprisonment for a term which may extend to 3 years. This may be circulated amongst all stake holders.
6. There will be two Supervising officers in each Examination centres. Out of which District Commissioners will identify one Supervising Officer of the district for each examination centre. The Supervising Officer so appointed, should be Government Officer. The other Supervising Officer for each centre will be identified by the Inspector of Schools of the district from amongst academicians/teachers of the district. The District Commissioner will arrange training for Supervising Officers at least 7 days prior to day of examination.
7. The District Commissioner must hold discussion with all stake holders to finalise all strategies minimum two weeks prior to the date of Examination regarding the storage of question papers, distribution thereof to centre on each day of examination, security arrangements while in transit/storage and in centres, transportation of the confidential materials, preparation of the Examination centres, schedule for training of the Invigilators and any other important details.
8. Training of the Invigilators should be conducted three days prior to the Examination date by the Centre-in -Charge where all instructions should be discussed and copies of the same should be made available to them.
9. The important suggestive activities at various level and role and responsibilities of the functionaries for smooth conduct of the Recruitment Examinations are outlined below and the District Commissioner of the District must ensure that all activities are carried out with utmost care and at appropriate time.

1. Setting up of Strong Rooms:

- I. The Question booklets and the OMR Answer Sheets, as sent by SEBA, will be kept in a central strong room of the district headquarters. As the number of candidates are high so the District Commissioners should identify strong rooms at other convenient places, as per need in the district having adequate space. The strong rooms should have double lock facility and in no case the keys should be kept with one single person or given to a third person. One key will be with the District Commissioner and another key with the Inspector of Schools. **There should be round the clock CCTV surveillance in all the district strong rooms including additional strong rooms.** The strong rooms should have only **one entry and exit point** and all the other additional doors and windows should be sealed. It should be well guarded with police security. There should be adequate parking space and it should not be in an examination centre.

- II. The electrical connections and the sturdiness of the strong room should be checked and certified by PWD (Electrical) and PWD (Bld). In no case the Question booklets or the OMR Answer Sheets should be damaged due to rain water, flood water, fire, rodents etc. The entire electrical circuit should be operated by a separate main switch to be fixed outside the strong room and if needed fire-fighting equipment must be kept in readiness.
- III. The District Commissioners will first store the Question papers (QP) and OMR Answer Sheets in the central strong room at the district headquarter. Two days before the examination, the Question Booklets and OMR Answer Sheet as required in additional strong room will be shifted from the central strong room under full security coverage. All the Centre-in-charges will have to examine two things at least three days before the examination in their designated strong rooms. Firstly, that all the sealed trunks containing question papers are intact or not and the number of Question booklets required for his/her centre are in accordance with the requirement of his/her centre by reading the outer labels on the trunks. Secondly, all the Centre-in-charges will have to verify that the OMR Answer Sheet of each candidate, by opening the sealed covers of OMR Answer Sheets in the strong room itself, in order to verify that the OMR Answer Sheets are in accordance with Roll Sheets. After such verification all the packets of OMR Answer Sheets are to be sealed again. **However, the seal of the trunks containing question papers cannot be opened in the strong room, in any circumstances.** The strong room-in-charge will distribute the Question Booklets and OMR Answer Sheets to the centre-in-charges on the day of the examination preferably two hours before the start of the examination, as per need or as decided by the District Commissioner.
- IV. District Commissioner will create a separate facility preferably in the Office of Inspector of Schools at district headquarter to keep other stationery materials like Roll Sheet, Attendance Sheet, Desk Sticker, Envelopes, Iron cutter etc. required for the conduct of the examination (to be provided by SEBA), and these stationery items will have to be distributed three-four days before the examination to each of the centre.
- V. Just after completion of exam, each Centre-in-charge will have to deposit the Used, Unused and cancelled OMR Answer Sheets in sealed condition along with the reports in the prescribed format in the central strong room. For receiving these sealed packets of OMR Answer Sheets in the central strong room, the District Commissioners will arrange sufficient numbers of tables, in accordance with the numbers of centres for smooth receipt of OMR Answer Sheets. Each and every OMR Answer Sheets received from centre are to be verified and counted by opening the sealed packets:
1. Whether the number of Used OMR Answer Sheets are in accordance with the number of candidates appeared.
 2. Whether the number of Unused OMR Answer Sheets are in accordance with the number of candidates absent.
 3. Whether Invigilator and candidate appeared have signed in each OMR Answer Sheet.
 4. If any Used but blank OMR Answer Sheet is found against attended candidate, it should be properly authenticated by giving remarks on the

- backside of the OMR Answer Sheet by the **Supervising Officer as well as the Invigilator** {to be read with point 8 (IX)}
5. It must be ensured that the total number of personalised OMR Answer Sheets issued are tallied by totalling the Used and Unused personalised OMR Answer Sheets including the Used non-standard OMR Answer Sheets.
 6. An annexed format for recording the findings of verification of OMR Answer Sheet will have to be used. (Form No. 11)
 7. After verification the OMR Answer Sheets are to be sealed again in front of Centre-in-Charges.
- VI. Video recording along with voice recording regarding the nature of work has to be ensured in the following cases:
1. At the time of receiving of QP & OMR Answer Sheet at central strong room.
 2. At the time of shifting of QP & OMR Answer Sheet to additional strong rooms from central strong room and also at the time of receipt at the additional strong rooms.
 3. At the time of handing over of QP & OMR Answer Sheet to the Centre-in-charges from the strong room/rooms on the day of the Examination.
 4. At the time of verification of OMR Answer Sheets in the strong rooms itself.
 5. At the time of opening of sealed trunks at the sorting room in the centre and at the time of opening of sealed QP packets in front of candidates in a few examination rooms/halls.
 6. At the time of sealing of OMR Answer Sheet in the centre sorting room after Examination.
 7. At the time of shifting of sealed packets of OMR Answer Sheet from the centre sorting room after examination to the central strong room of the district.
 8. At the time of receiving of sealed packets of OMR Answer Sheet from the Centre-in-charges in the strong room and checking of them by opening the sealed packets. The OMR are to be resealed after proper counting and verification in front of Centre-in-Charges.
- VII. After completion of examination the used and unused question paper are to be deposited by each Centre-in-charge on the date as decided by the District Commissioner in the **central location other than central strong room**, identified by the District Commissioner. The Used/Unused question paper are to be stored properly centre wise/ paper number wise under the supervision of each centre-in-charge, so that in case of need particular question paper can be identified quickly.

2. Requirements of Examination Centres:

Along with other requirements following points are to be noted:

- I. The District Commissioners with the help of Registrar of Universities, Principals of the Colleges (both govt. and private), Inspector of schools, DEEO of the district will identify the centres for the Examination as per the allocation of candidates as given by SEBA.

- II. The Examination centres should be preferably, the Universities both Govt. and private/ Engineering colleges/ ITI/ all colleges /all HS schools located in the district having good road communication facilities and public transportation facility
- III. Examination centre with minimum capacity of 250 candidates is to be considered calculating three (3) candidates per bench, wherever possible.
- IV. However, in case of examination centre having capacity more than 500 candidates, is to be considered even if there is porous or partial boundary wall. The boundary wall will be repaired before the examination.
- V. Examination centres are to be within 10 KM radius of the nearest PS or POP.
- VI. Preference should be given to the examination centres where CCTV facility is available in the surrounding area.
- VII. The Examination centres should have Boundary walls. Coverage of CCTV cameras on the outer periphery of the centre is mandatory. If not, the Centre-in-Charge will arrange sufficient video cameras.
- VIII. At the time of activities in the sorting room, CCTV surveillance/videography need to be ensured.
- IX. For convenience of administration, female candidates and PwD candidates are to be accommodated in the centres located in District Sadar Town. SEBA will take necessary steps in this regard.
- X. Verification of the boundary wall in the examination centre should be thoroughly done by the local police or by the CRC or other official of Education department before one day of examination. All toilets etc. are to be checked properly to rule out keeping of any doubtful objects.
- XI. The Invigilators engaged in the Examination centres must be arranged with the approval of District Commissioner/ Inspector of Schools.
- XII. The Wi-Fi facility available, if any, in the institutions are to be switched off. Also, it has to be ensured that Bluetooth devices located within the Centre are turned off.**
- XIII. Police pickets should be there in all centres with availability of the frisking mechanism and use of DFMD so that the candidates do not enter the premises of the Examination centre with restricted items.
- XIV. Separate enclosures are to be created by the Centre-in-charge for frisking of women candidates.
- XV. An additional sick room should be kept ready in every Examination centres for the candidates in case of ill health.
- XVI. Seating arrangements in the Examination Hall/room should be made a day ahead of the Examination.
- XVII. Printed label showing the Roll numbers of the candidates shall be supplied by SEBA which should be pasted on the desks/ tables as per seating plan.
- XVIII. Adequate arrangements should be made for drinking water to the candidates.
- XIX. Before 3 (three) days of the examination, a Flex notifying the prohibition of carrying mobile phones or other electronic gadgets and other restricted items must be erected in front of the examination centres. It should also have mention regarding negative marks applicable in the written examination and regarding provision of the 'The Assam Public Examination (Measures for Prevention of Unfair Means in Recruitment) Act 2024'.**
- XX. The District Commissioner or representative of District Commissioner will inspect the examination centres one day before the examination and ensure that the centre

is fully equipped with all the necessary requirements. They will also inspect the working of the public address system.

- XXI. The seating arrangement in examination hall should be multiple of 12. However, in the last hall, the numbers may be different.
- XXII. The appointment of Invigilators, Supervisors, Grade IV staff etc. should be done well in advance.
- XXIII. The Centres should have ramps for entry and exit of Persons with Disability. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

3. Activities and Requirements thereof (District Administration):

- I. One control room has to be set up in each district with effect from a suitable date.
- II. **All Wi-Fi system existing in the examination centre must be switched off on the examination day. Proper prior action has to be taken to ensure the above requirement.**
- III. The District Commissioner will conduct meeting with concerning officials regarding their duties and discuss all other details and obtain feedback from the members before the commencement of the Examination so that the Examination is conducted smoothly.
- IV. The District Commissioner will arrange sufficient numbers of flying squads by grouping examination centres for monitoring the conduct of the examinations and on receipt of their report regarding malpractices, if any, necessary action are to be taken. Each flying squad will be led by Executive Magistrate/ Gazetted Officers.
- V. Round the clock CCTV surveillance in all the district strong rooms including additional strong rooms and CCTV surveillance/videography at the time of activities in the sorting room need to be ensured.
- VI. The DC will arrange inspection of all the centres in the district a day before the Examinations and ensure that all the arrangements are made and the public address system and the CCTV cameras are functioning properly, where ever available. All toilets etc. are to be checked properly to rule out keeping of any doubtful objects by miscreants.
- VII. Video recording along with voice recording regarding the nature of work has to be ensured in the following cases: {as mentioned in Point No. 1 (vi)}
 - 1. At the time of receiving of QP & OMR Answer Sheet at central strong room.
 - 2. At the time of shifting of QP & OMR Answer Sheet to additional strong rooms from central strong room and also at the time of receipt at the additional strong rooms.
 - 3. At the time of handing over of QP & OMR Answer Sheet to the Centre-in-charges from the strong room on the day of the Examination.
 - 4. At the time of verification of OMR Answer Sheets in the strong rooms itself.
 - 5. At the time of opening of sealed trunks at the sorting room in the centre and at the time of opening of sealed QP packets in front of candidates in a few examination rooms/halls.
 - 6. At the time of sealing of OMR Answer Sheet in the centre sorting room after Examination.

7. At the time of shifting of sealed packets of OMR Answer Sheet from the centre sorting room after examination to the central strong room of the district.
 8. At the time of receiving of sealed packets of OMR Answer Sheet from the Centre-in-charges in the strong room and checking of them by opening the sealed packets. The OMR are to be resealed after proper counting and verification in front of Centre-in-Charges.
- VIII. The District Commissioners will instruct all the Centre-in-charges to ensure that no officials/staff/Invigilators move around in the Examination centre with the mobile phones and other electronic gadgets. An arrangement should be made by the Centre-in- Charge in allocating a room for keeping their mobile phones (switched off mode) or other electronic gadgets.
 - IX. The District Commissioners will arrange deputation of one Executive Magistrate while returning the verified OMR Answer Sheets and other forms to the designated location of SEBA, Guwahati after completion of the Examination.
 - X. The Head of the Institution of the Examination centres should be appointed as the Centre-in-Charge. Assistant Centre-in-charge should be engaged in consultation with the Centre-in-charge only. Number of Asst. Centre-in-charge to be appointed in a centre will depend upon number of candidates which is discussed in detail in subsequent para.
 - XI. All Centre-in-charges must identify the Invigilators well in advance and have to obtain the approval of DC/IS. The duties and responsibilities of Invigilators are to be shared in their respective mobile phones three days before the schedule of Examination **by creating a WhatsApp group of the Invigilators.**
 - XII. District Commissioners need to ensure that proper training is imparted to the Centre-in-Charge, Supervising Officers and the invigilators.
 - XIII. **District Commissioners will allow and arrange for verification of the sealed trunk of QPs by the Centre-in-Charges without opening the seals of the trunks by reading the outer labels only, as soon as it is reached in the strong room. Additionally, Centre-in-Charges are to be allowed to verify the personalised OMR Answer Sheets as per the Attendance Sheet at least three days before the date of examination.**
 - XIV. The Centre-in-Charge will be responsible for safe transportation of the Exam materials to and fro the Strong room with adequate security to be provided by the Superintendent of Police.
 - XV. District Commissioners need to ensure that every point mentioned in the SOP is followed in a proper manner.

3A. APPOINTMENT OF SUPERVISING OFFICER BY DISTRICT COMMISSIONER & INSPECTOR OF SCHOOLS

- I. There will be two Supervising officers in each Examination centres. Out of which one Supervising Officer will be identified by District Commissioner for each examination centre. The Supervising Officer so appointed, should be Government Officers. The other Supervising Officer for each centre will be identified by the Inspector of Schools of the district from amongst academicians/teachers of the districts. The District Commissioner will arrange training for Supervising Officers at least 7 days prior to day of examination.

- II. Government may appoint one additional officer as Observer for each centre from the State. District Commissioners will have to make logistics arrangement for them.

3B. SUGGESTIVE ROLE OF DISTRICT POLICE:

- I. The Superintendent of Police of the district will extend all necessary help to the District Commissioner for smooth conduct of the examination.
- II. Providing of escort for the movement of confidential materials.
- III. Guarding of strong rooms where confidential materials shall be stored.
- IV. Escorting of confidential materials from strong rooms including additional strong rooms to examination centre on the day of examination and again escorting back to strong room after the end of examination.
- V. Providing security etc. in each examination centre on the day of examination.
- VI. Frisking of both male and female candidates. For frisking of the female candidates, the concerned Centre-in-Charge will provide enclosures at the entrance gate of the examination centre and also provide any other required infrastructure as per advice of the local police.
- VII. The following are the restricted/barred items in the Examination Centres and Examination Rooms/halls:
 - I. Mobile Phones (even in switched off mode)
 - II. Any electronic equipment's or programmable device or storage media devices such as smart watches, health bands, electronic pen/scanner, Bluetooth devices, earphones, microphones or any other such devices either in working or switched off mode capable of being used as a communication device.
 - III. Calculator, pen drives, bits of paper etc.
 - IV. Textual material (printed or written).
 - V. Any item which could be used for unfair means is not allowed.
- VIII. The candidates can take inside the Examination room/hall the following items only: blue/black pen, pencil, scale, eraser, admit card, identity card, plastic cards such as debit card/credit card, driving license and minimum amount of cash.
- IX. Entry to the examination hall will be allowed to the following persons:
 - a. Candidates with a valid admit card.
 - b. Scribes of the persons with disability in accordance with Clause no. 14 of this Instruction manual (SOP).
 - c. Officials engaged for conduct of examination like Head of the Institution, Centre-in-Charge, Supervising Officers, Invigilators, Grade-III and Grade-IV staff etc.
 - d. Any authorized persons of the District Commissioner/Govt., Inspector of Schools and Member Secretary, Regional Offices of SEBA.
- X. Entry of police inside the examination hall can be allowed only on request of the Centre-in-Charge of the examination centre in case of extreme exigencies.
- XI. 2-3 days before the examination, the Officer-in-Charge of the local police station may examine the status of the boundary wall of the examination centre. The Officer-in-charge will advise modification, required if any, to the Centre-in-charge of the Examination centre. The Centre-in-charge will arrange modification as suggested. One day before the examination, all rooms, toilets etc. are to be checked properly to rule out keeping of any unwanted objects.

- XII. No candidate should be allowed to enter the examination centre once he/she has left the examination centre after the end of examination of that particular shift. However, the same candidate appearing for second shift will be allowed to enter only at the prescribed hour after proper frisking.

These instructions are tentative. However, the instructions issued by the Director General of Police shall be final.

4. Schedule and nature of the materials to be dispatched before the Examination by SEBA, District Commissioner and Centre-in-charge:

- I. The following materials will have to be distributed to each centre **three-four days** before the Examination from a location decided by the District Commissioner:
 - a) Attendance Sheet
 - b) Roll Sheet
 - c) Stickers
 - d) Various types of forms and envelopes
 - e) One Iron Cutter
- II. Two and half hours before the examination or as per the time decided by the District Commissioner, the following materials will have to be distributed to Centre-in-charges on the day of the examination only:
 - a) Question Booklet
 - b) OMR Answer Sheet
 - c) Procedure of opening sealed trunks in the Examination Centre only.
- III. After the arrival of the Question booklets and OMR Answer Sheet answer sheets in the district, the Centre-in-charge will verify the following in the Strong room itself: before issue of materials for examinations.
 - a) Whether the seals of trunks containing QP are intact.
 - b) Whether the no. of trunks of question papers and all other items are received as required for the centre.
- IV. **At least three days before of the schedule of Examination, all the Centre-in-charges will have to open the sealed boxes of OMR Answer Sheets only to verify the availability of personalised OMR Answer Sheets for each candidate.** After verification the boxes are to be sealed again, in the strong room itself, in presence of Executive Magistrate. **Seals of trunks containing QP cannot be opened in the strong room under any circumstances.**

5. Activities on the day of the Examination:

- I. **All Wi-Fi system existing in the examination centre and Bluetooth devices must be switched off on the examination day.**
- II. On the day of the Examination, the **Supervising Officer** must reach the Examination venue two hours prior to the commencement of the Examination. The Supervising Officer must be present in the Venue throughout the Examination and until the conclusion of the Examination process, i.e. till the packed and sealed OMR Answer Sheet answer sheets are dispatched to the Strong room.

- III. The **Centre-in-charge** will ensure that the Entrance Gate of the examination venue is opened one hour before the prescribed time of commencement of Examination or at convenient time and closed after 20 minutes of the commencement of examination in each session on the day of examination. No candidates will be allowed to enter the venue after 20 minutes of commencement of Examination.
- IV. Entry to the Examination hall will be allowed to the following persons:
- Candidates with a valid Admit card.
 - Scribes of the persons with disability in accordance with Clause no. 14 of this SOP.
 - Officials engaged for conduct of Examination like Head of the Institution, Centre/Asst. Centre-in-Charge, Supervising Officers, Invigilators, Grade-III and Grade-IV staff, etc.
 - Any authorized persons of District Commissioner/Government, Inspector of Schools and Secretary, Regional Offices of SEBA.
- V. Entry of police inside the examination hall will be allowed only on request of the Centre in charge of the centre/venue in case of extreme exigencies.
- VI. The concerned Centre-in-Charge will engage one videographer in each venue to video graph all important and relevant happenings in the venue on the day of the Examination where the CCTV facility is available. In the centre where CCTV facility is not available, on the day of Examination, the Centre-in-charge has to arrange minimum three videographers, out of which one will have to be placed outside the centre to record the activities in peripheral area. The videographer has to capture the following:
- Frisking of candidates at the time of entry. Separate enclosure must be constructed for frisking of women candidates (**Refer to Point No.2 XIII**)
 - Videography of candidates of each of the Examination Hall frequently, in which the faces of all candidates must be prominent.
 - Any untoward incidents.
 - Opening of Question booklet packets in front of the candidates in few halls.
 - At the outer periphery of the centre wherever needed.
- The **CD/Pen drive** of the video footage has to be handed over to the Inspector of Schools after the completion of the examination by obtaining a proper receipt of the same.
- VII. The Examination halls/rooms should be opened 30(thirty) minutes before the commencement of examination of each shift.
- VIII. No candidate should be allowed to leave the Examination Hall/room until expiry of the full- allotted time for the paper in each session.
- IX. No candidate should be allowed to go to the toilet/ restroom during first 60 minutes and last 30 minutes of the Examination in each session.
- X. The Admit card permitting the candidates to sit in the Examination must be checked by the Invigilator in-charge, with that of a valid photo identity proof. Thereafter, satisfying himself/herself, the candidate should be allowed to take his/her seat.
- XI. Photo identity proof to be produced by candidates for identification includes Pan Card, driving licence, Passport, Voter ID, Aadhaar Card, IDs issued by Government Departments/PSUs, Educational institutions.

- XII. All Invigilators should be properly briefed once again which are narrated in next pages about their duties and responsibilities, penal provisions and other related matters as soon as they arrive for duty including the following to ensure that:
- In the earmarked spaces the candidate has written the Question Booklet serial number, code of the question Booklet.
 - The face and signature of the candidate is same as provided in the admit card and Attendance sheet.
 - The candidate has signed on the OMR Answer Sheet answer sheet at the earmarked space.
 - Roll no of the candidate is written on the Question Booklet.
- XIII. No candidate should be allowed to enter the Examination centre once he/she leaves the Examination centre after the end of the examination of that particular shift. However, the same candidate appearing for the second shift will be allowed to enter only at the prescribed hour after proper frisking.
- XIV. It is noted that frisking of candidates becomes difficult for the Centres having examination in both the shifts and where the number of candidates is too high. To avoid unwanted situation in such centres, it is suggested to have separate entry and exit gate for the candidate. After completion of the first shift, if the candidate does not want to leave the examination venue then frisking is not required for such candidates. But if the candidates leave the examination venue after completion of the first shift then proper frisking has to be done for such candidates.
- XV. If the number of candidate is high in a centre then the candidates may be allowed to stay inside the campus but not in the examination room. The doors and windows of the examination room/hall should be closed after all the candidates of 1st shift have left. The doors and windows will be re-opened 30 minutes before commencement of 2nd shift.

6. OMR Answer Sheets:

- Personalized OMR Answer Sheet for each candidate allotted to a particular venue will be handed over to the Centre in charge along with the Question booklets two and half hours before the examination time or at the time as decided by the District Commissioner on the day of examination.
- A limited number of additional OMR Answer Sheets will be provided by SEBA, which will be kept in the custody of the Centre-in-charge in the Examination centre on the day of the Examination. It may be noted that the OMR Answer Sheet can be replaced by the Invigilators only in case of exigencies, such as, damage of OMR Answer Sheet. For correction of mistakes by over writing in the question booklet number or question booklet code etc., replacement of OMR Answer Sheet is not required at all.

7. Opening of the trunks/packets containing Question Booklet:

The trunks/packets containing the Question Booklets should be opened in the following manner:

- I. In the Sorting Room, the trunks are to be opened in front of CCTV surveillance/ videography.
- II. In the Sorting Room of the Examination centre, the packets of Question Booklet containing twelve nos. of question papers cannot be opened. Only the numbers of packet required in each examination hall are to be clubbed together and the packets are to be handed over to the Invigilators, intact, without opening the same.
- III. The clubbing of Question Booklet packets at the sorting Room of the examination centres are to be done, in presence of Supervising Officers and under CCTV surveillance or Video graphed, as per the seating plan which is in multiple of 12, i.e. Twelve (12), twenty-four (24), etc.
- III. Each outer packet of Question Booklets will contain two Inner packets. Each Inner packet will contain 6 booklets of 6 different codes (categorized as A, B, C, D, E or F). It may be noted that spare sealed Inner packet of booklet from one room can be used in another room, if required, keeping a proper record by the Invigilator.
- IV. Sealed packets of Question Booklets must be opened by the Invigilators in their allotted examination hall **in front of at least two candidates and obtain a certificate from them that the sealed packets of Question Booklet are opened in their presence. (Refer Form No-1).**

8. Maintenance of Attendance sheet and OMR Answer Sheet:

- I. The Invigilators should also ensure that the candidates put their signature in the Attendance sheet bearing the candidates scanned photograph. The signature of the candidate should be the same **as in the Admit card and Attendance sheet.**
- II. After making sure that the candidate has furnished the requisite information in the attendance sheet where the concerned Invigilator has appended his/her signature, the absent candidate should be marked in the appropriate column of the Attendance Sheet **with red pen.** The total number of candidates allotted, present and absent in the room/ hall should be clearly indicated in the Attendance Sheet.
- III. If any candidate whose name is not included in the Attendance Sheet but present himself/herself at the Examination Venue and produces the Admit card, he/she may be allowed to appear in the examination if the Invigilator is satisfied with the identity of the candidate and after ascertaining the genuineness of the admit card of the candidate. The Invigilator should submit a detail report through the Centre In-charge to SEBA regarding such candidate taking the Examination.
- IV. No candidates will be allowed to go to the wash room for more than 2 minutes. The Invigilator must ensure that before the candidate leaves the Examination room/hall for going to the toilet he /she keeps his/ her OMR Answer Sheet and Question Booklet upside down on his/her desk. The Invigilators must ensure that under no circumstances, should a candidate be allowed to take his/her Question Booklet and OMR Answer Sheet out of the Examination room/hall. The candidate who wants to leave the room temporarily will have to sign the Temporary Leave Register and write his/her Roll no and time of leaving the room. The candidate will write the time

of returning and put his/her signature in the register and take his/her place in the room. Only one candidate will be allowed to leave the room at one time.

- V. **The use of non-standard OMR Answer Sheet should be avoided as far as practicable. The Personalised OMR Answer Sheet should be replaced with non-standard OMR Answer Sheet only if the OMR Answer Sheet is damaged.**
- VI. Before signing on the OMR Answer Sheet, the Invigilator should ensure that the candidate has filled up requisite information regarding his/her Question Booklet Code and Question Booklet Serial No. in the personalised OMR Answer Sheet. In case of use of non-standard OMR Answer Sheet, the candidate has to fill his/her Roll No., Question Booklet number and set code, signature etc.
- VII. In case of change of personalised OMR Answer Sheet, the personalised OMR Answer Sheet has to be cancelled and all such cancelled OMR Answer Sheets are to be kept separately with a report as mentioned in **Form no 9**. The cancelled OMR Answer Sheet should not be clubbed with the valid used OMR Answer Sheet of the candidate.
- VIII. After completion of the Examination the Invigilators must collect both the Question Booklets and the OMR Answer Sheets. In no case the candidates should leave the Examination Hall/room without submitting the OMR Answer Sheets and the Question Booklet and the Invigilator should receive signature of the candidates in Form 8. Cases where a candidate does not sign in the Form 8 will be deemed as “not handed over Question Booklet/OMR Answer Sheet” and will be treated as absent. **To ensure the above the Invigilator must keep the doors of the hall/room closed and after satisfying the above, the doors should be opened allowing the candidates to leave the Examination room/hall. The Invigilators will be personally responsible for the loss, non -submission or misplacement of the OMR Answer Sheets and Question booklet.**
- IX. If any candidate submits Blank OMR Answer Sheet, then the Supervising Officer has to sign on that particular OMR Answer Sheet certifying that the candidate has submitted Blank OMR Answer Sheet in addition to the Invigilator.

9.Activities during conclusion of the Examination: {to be read strictly with Clause No.1 (v)}

- I. The used OMR Answer Sheet answer sheets of the candidates should be arranged Roll no wise and checked/ tallied with the Attendance sheet. The number of used OMR Answer Sheets of the candidates should be strictly tallied with the number of candidates present in each session and packing should be done session/ paper wise. The Invigilator and the Supervisor should ensure personally that not a single OMR Answer Sheet is left out before packing or is otherwise left unaccounted for. This is to be double checked before packing.
- II. The number of used OMR Answer Sheets should tally with the number written on top of the special packet. In no circumstances there should be any discrepancies. Same should be for the Unused OMR Answer Sheets and cancelled OMR Answer Sheets.
- III. The packing of the following materials after the examination has to be done properly and separately for each session/paper and the following materials are to be sent to the central strong room on the same day of the examination.
 - a) Used OMR Answer Sheets.

- b) Unused OMR Answer Sheets.
 - c) Attendance Sheets
 - d) All reports to be submitted in Form no 4 with all required attachments.
- IV. After the examination all the centres will send the following materials to the designated location other than central strong room as decided by the District Commissioner on the date fixed.
- a) Used Question Booklet (QP)
 - b) Unused Question Booklet (QP)
 - c) Any other unused materials.

The concerned District Commissioners will ensure that these materials will be kept in the safe designated location in a central place other than the central strong room properly **paper-wise, centre-wise** so that in case of need the required materials can be identified easily.

10. Role of Inspector of Schools:

1. The District Commissioner of the district will be **the overall-in-charge** of the entire recruitment Examination of both Class III and Class IV categories of posts. Inspector of Schools has to assist the District Commissioner in all aspects.
2. Govt. of Assam enacted a law namely 'The Assam Public Examination (Measures for Prevention of Unfair Means in Recruitment) Act 2024' to prevent use of unfair means, undue possession and disclosure of question paper, unauthorized entry in the examination centre/ hall. Section 10(1) of the Act prescribes penalty for any violation found, and as per the Act is punishable with imprisonment for a term which may extend to 3 years. This may be circulated amongst all stake holders.
3. There will be two Supervising officers in each Examination centres. Out of which District Commissioners will identify one Supervising Officer of the district for each examination centre. The Supervising Officer so appointed, should be Government Officer. The other Supervising Officer for each centre will be identified by the Inspector of Schools of the district from amongst academicians/teachers of the district. The District Commissioner will arrange training for Supervising Officers at least 7 days prior to day of examination.
4. The Inspector of Schools with the help of Registrar of Universities, Principals of the Colleges (both govt. and private) of the district will identify the centres for the Examination as per the allocation of candidates as given by SEBA.
5. **Verification of the boundary wall in the examination centre should be thoroughly done by the CRC or other official of Education department before one day of examination. All toilets etc. are to be checked properly to rule out keeping of any doubtful objects.**
6. The Invigilators engaged in the Examination centres must be arranged with the approval of District Commissioner/ Inspector of Schools.
7. The Inspector of schools will have to appoint Centre i/c of all the centres selected in his/her district with approval of the DC. As far as practicable, the Centre i/c should be the head of that institution.

8. The following materials will be sent to the office of Inspector of Schools for distribution among the centres **3-4 days before the examination**
 - a) Attendance Sheet
 - b) Role Sheet
 - c) Other stationeries like desk stickers, different types of envelopes etc.
 - d) Iron Cutter only at the time of first examination. The same cutter has to be used in remaining examinations.
9. Monitoring of all activities of Supervising Officers, Centre-in-charges, Invigilators and all other stake holders.
10. IS has to ensure that the guidelines mentioned in this SOP for all stake holders are strictly adhered to.

11. Role of Centre-in-Charge

- I. He/She will ensure and check that all points covered under Point 2 of this SOP are duly adhered to.
- II. He/ She will inspect, one day before the examination and ensure that the centre is fully prepared for holding of the examination. The Examination centres should have Boundary walls. Coverage of CCTV cameras on the outer periphery of the centre is mandatory. They will also inspect the working of public address system in the centre. If it is not available, then arrangement has to be done by hiring.
- III. At the time of activities in the sorting room, CCTV surveillance/videography need to be ensured.
- IV. **Government may appoint one additional officer as Observer for each centre from the State. The Centre-in-Charge will have to receive the Observer and all logistical arrangement for the Observer will be made by the District Commissioner.**
- V. To ensure that the facilities for frisking of candidates is set up.
- VI. Invigilators are to be identified by the Centre-in-charges well in advance with the approval of DC/IS.
- VII. Invigilators will be appointed by the Centre-in-Charge against each of the rooms/halls @ one Invigilator per 24 candidates. Need of extra Invigilators will depend on the number of candidates.
- VIII. He/She will arrange for elaborate training of the Invigilators. He/she will give a full briefing to each invigilator three days prior the date of commencement of examination.
- IX. He/She will inspect all halls for conducting the examination and ensure that:
 - a) The centre has adequate furniture for candidates for the allotted numbers of candidate.
 - b) The seating arrangement chart is displayed at 2 or 3 prominent places of the centre.
 - c) Proper arrangement of toilet facilities for both male and female candidates need to be made separately. To avoid any malpractice in the wash rooms, proper monitoring has to be ensured.
 - d) Proper arrangement of drinking water is to be made.
 - e) To erect the flex notifying the use of restricted items at least 3 days before examination, including provision of negative marking **and regarding provision of the 'The Assam Public Examination (Measures for Prevention of Unfair Means in Recruitment) Act 2024'.**

- X. The concerned Centre-in-Charge will engage one videographer in each venue to video graph all important and relevant happenings in the venue on the day of the Examination where the CCTV facility is available. In the centre where CCTV facility is not available, on then day of Examination, the Centre-in-charge has to arrange minimum three videographers, out of which one will have to be placed outside the centre **to record the activities in the peripheral area.** The videographer has to capture the following:
- a) Frisking of candidates at the time of entry. Separate enclosure must be constructed for frisking of women candidates (**Refer to Point No. 2 XIII**)
 - b) Videography of candidates of each of the Examination Hall frequently, in which the faces of all candidates must be prominent.
 - c) Any untoward incidents.
 - d) Opening of Question booklet packets in front of the candidates in few halls.
 - e) At the outer periphery of the centre wherever needed.
- The record of the video footage has to be handed over in CD/pen drive etc. to the Inspector of Schools, by obtaining a receipt thereof.
- XI. To prepare seating plan for student room/hall –wise in multiple of 12 i.e. twenty-four (24), thirty-six (36), forty-eight (48) etc. The last room/hall may accommodate the balance left over. Candidates may be allotted to each hall keeping in view the number of candidates and capacity of the room/hall. Ensure that at least a sufficient distance exists between two candidates in a row. Depending on the size of bench maximum 3 candidates may be accommodated in each bench.
- XII. All instructions relating to the Invigilators are to be shared minimum three days before schedule of Examination in order to ensure that he/she is well acquainted with all instruction including, the distribution of Question Booklets as explained in Point No.(v) of “Role of the Invigilators” and use of non-standard OMR Answer Sheet.
- XIII. The Centre in-Charge shall in person verify the sealed trunks of Question Booklets, by verifying the labels without opening the sealed trunks in the strong room while receiving the same by the District administration to ensure that he /she has received required numbers of QP.
- XIV. **At least three to four days before the day of Examination,** the Centre-in-charge will take over the Attendance sheet, Roll sheet and other stationeries from the district headquarter preferably from the Office of the Inspector of Schools, to be handed over by the Inspector of Schools.
- XV. **Along with the other materials of first day of examination, one Iron cutter will be provided on the first day of examination from the office of the Inspector of Schools, which needs to be preserved for use on the next examination days as it will not be provided again.**
- XVI. **At least three days before the Examination,** the Centre-in-charge will verify the personalised OMR Answer Sheets by opening the sealed cartons containing OMR Answer Sheets only in order to ensure that the personalised OMR Answer Sheets are in order of his requirement. After verification, the cartons are to be sealed again.
- XVII. The Centre-in-charge will collect the Question Booklet / Blank OMR Answer Sheet from the strong room or additional strong rooms only on the day of Examination, before two and half hours of the commencement of Examination or as decided by the District Administration.

- XVIII. Centre in-Charge along with Asst. Centre in-Charge well in advance shall prepare the seating plan well in advance.
- XIX. Centre in-Charge shall make necessary arrangement of packets required to keep Answer Sheet, brown sheets for packing examination materials and other materials like Blades, Scissors, Sutli, Candles, Match Box, Sealing Wax, White paper, Plastic covers, empty cardboard box etc. including the required forms as appended in the Instruction Manual in sufficient numbers.
- XX. On the day of the Examination, adequate number of Question Booklet packets will be handed over to the Invigilators room wise and they will be asked to proceed to their respective hall/room before 20 minutes of commencement of each examination.
- XXI. On the day of the Examination, the Centre-in-charge needs to allow entry of candidates inside the premises of the Examination Venue at least 1 hour before the commencement of examination or at convenient time to facilitate smooth checking. However, the Centre in Charge will allow the candidate to enter the examination hall/room, half an hour(30mins) before commencement of examination. The candidates should be in their respective seats by 20 minutes before the exam. The main gate shall be closed after 20 minutes of commencement of Examination. It should be ensured that timely distribution of Question Booklets is done by the Invigilators.
- XXII. To avoid difficulty due to non-availability of hand watches with the candidates, the Bell in the Examination centre will have to be used as a kind of signal to the candidates. The purpose of the Bell should be informed by the Invigilator to the candidates which needs to be ensured by the Centre-in-Charge. The Bell will ring as per the following schedule:

Schedule of ringing the Bell	Session	Purpose
FIRST BELL	Half an hour before the Examination start time.	Candidates are intimated to take their seats.
SECOND BELL	10 minutes before the Examination start time.	Distribution of Question Booklet and OMR Answer Sheet for candidates to start filling up the required particulars in the Question Booklet and OMR Answer Sheet.
THIRD BELL	Examination start time.	To signal candidates to open seal of the Question Booklet and to start the Examination
FOURTH BELL	On completion of first hour.	To signal candidates regarding elapse of first hour of examination time
FIFTH BELL	On completion of second hour.	To signal candidates regarding elapse of second hour of examination time
WARNING BELL	Once before 15 minutes of end of the Examination.	To signal the candidates that the Exam is about to end.
	Second before 05 minutes of end of the Examination.	
FINAL BELL	Examination end time.	To signal closure of Examination and collection of OMR Answer Sheet and the Question Booklet.

- XXIII. Entry to the Examination hall will be allowed to the following persons:
- Candidates with a valid admit card.
 - Scribes of the persons with disability in accordance with Clause no. 14 of this SOP.
 - Officials engaged for conduct of Examination like Head of the Institution, Centre-in-Charge, Supervising Officers, Invigilators, Grade-III and Grade-IV staff, etc.
 - Any authorized persons of District Commissioner/Government, Inspector of schools and Secretary, Regional Offices of SEBA.
- XXIV. Entry of police inside the examination hall will be allowed only on request of the Centre-in-charge of the examination centre/venue in case of extreme exigencies.
- XXV. The use of non-standard OMR Answer Sheet has to be avoided. The non-standard OMR Answer Sheet should be used strictly only in case of damage.
- XXVI. If a candidate wrongly bubbles the Question Booklet number such mistake can be ignored but it must be ensured that the candidate has written correctly the Question Booklet number numerically on the back side of OMR Answer Sheet, and it should not be replaced with a non-standard OMR Answer Sheet. Non-standard OMR Answer Sheet should be used only against damaged OMR Answer Sheet.
- XXVII. Ensure that Invigilators hand over unused Question Booklets, unused OMR Answer Sheets, cancelled OMR Answer Sheets and absentee statements to the Centre in-Charge after 30 minutes of commencement of exam. The Centre in-Charge will verify the number of unused Question Booklets, the number of unused OMR Answer Sheets with the absentee statement as well as with the Attendance Sheet and ensure that they are tallied. The unused Question Booklet shall be packed in special packets sent for the same purpose. Likewise, the unused OMR Answer Sheet shall be packed in special packets provided for this purpose.
- XXVIII. Invigilation work will be disturbed if the Invigilator is engaged in the collection of signatures of the candidates. For this work, a group of senior teachers should be constituted beforehand and the following instructions should be given:
- Room-wise Roll no of candidates should be worked out in advance.
 - The signature of the candidate should be collected in the attendance sheet containing the candidate's scanned photograph and signature by the concerning teacher of the attendance collection team. The face and the signature of the candidates must be same as that provided **in the Admit card and Attendance Sheet.**
- XXIX. Issue instructions to Invigilators to collect the used OMR Answer Sheets and Question Booklet at the end of the Examination and arrange them in ascending order before submitting them to Centre in-Charge. **At the time of collection of Question Booklet and OMR Answer Sheet after completion of examination, Invigilator will have to ensure that both the Question Paper and the OMR Answer Sheet are submitted by the candidate and only after depositing the same he/she should obtain the signature of each candidate in Form No 8.** Cases where a candidate does not sign in Form No 8, will be deemed as “not handed over Question Booklet and OMR Answer Sheet” **and he/she will be treated as absent.** To ensure the above the Invigilator must keep the doors of the hall/room closed and only after satisfying the above, the doors should be opened allowing the candidates to leave the Examination room/hall. The Invigilators will be personally responsible for the

loss, non-submission or misplacement of the OMR Answer Sheets and Question booklets.

- XXX. Centre in-Charge will collect the arranged OMR Answer Sheet and verify against the attendance sheet. Thereafter, the OMR Answer Sheet shall be kept in sorting room in room/hall wise bundles in the sequence of roll numbers. After submission of the OMR Answer Sheet by all the Invigilators, Centre in-Charge will arrange all the OMR Answer Sheet in ascending order before packing them with a special cover. **The number of used OMR Answer Sheets should tally with the figure written on top of the special packets.** These special covers should then be kept in boxes and the boxes should be sealed.
- XXXI. No candidate should be allowed to enter the Examination centre once he/she leaves the Examination centre after the end of the examination of that particular shift. However, the same candidate appearing for the second shift will be allowed to enter only at the prescribed hour after proper frisking. If the number of candidate is high, then the candidates may be allowed to stay inside the campus but not in the examination room. The doors and windows of the examination room hall should be closed after all the candidates belonging to that particular shift have left.
- XXXII. The packing of the following materials after the examination has to be done properly and separately for each session/paper and the following materials are to be sent to the central strong room on the same day of the examination.
- a) Used OMR Answer Sheets
 - b) Unused OMR Answer Sheets
 - c) Attendance Sheets
 - d) All reports to be submitted in Form No. 4 with all required attachments.
- While receiving the OMR Answer Sheets the representative of DC will count and verify all the OMR Answer Sheets by opening the sealed packets. After verification the Centre-in-Charge will have to reseal the OMR Answer Sheets in front of representative of DC. The count must match with Form No. 4 and Form No. 10
- XXXIII. After the examination all the centres will send the following materials to the designated location other than central strong room as decided by the District Commissioner on the date fixed.
- a) Used Question Booklet (QP)
 - b) Unused Question Booklet (QP)
 - c) Any other unused materials.
- The concerned District Commissioners will ensure that these materials are kept in a central location properly centre-wise so that in case of need the required materials can be identified easily.
- XXXIV. Before 3 (three) days of the examination, the following information has to be displayed (in flex) outside the Examination Centre.
- a) Candidates are advised not to bring Mobile Phones (even in switched off mode) or any electronic equipments or programmable device or storage media devices such as smart watches, health bands, electronic pen/scanner, Bluetooth devices, earphones, microphones or any other such devices either in working or switched off mode capable of being used as a communication device, calculator, pen drives, bits of paper etc. There will not be any arrangement for keeping such materials in safe custody of the examination centre.

- b) With a separate note cautioning the candidates to be careful while answering the questions as there is a provision of negative marks for wrong/multiple answers against one question.
- c) Except for Admit Card, Proof of Identity, Blue/ Black Ball point pen, plastic cards such as debit card/credit card, driving license and minimum amount of cash nothing will be allowed to be taken inside the Examination Hall.
- d) As per Section 10(1) of the 'The Assam Public Examination (Measures for Prevention of Unfair Means in Recruitment) Act, 2024', there is a provision of punishment with imprisonment for a term which may extend to three years for any violation found.

XXXV. The Centre-in-Charge of the centres where Pwd candidates are allotted, will keep some students ready to be used as scribe in case of exigencies.

Note: The detailed procedure for opening of trunks on the day of examination in the centre will be communicated on the day of examination only.

12. ROLE OF INVIGILATORS

- I. The invigilators shall report to the Centre in-Charge on the day of examination at least 2 hours before commencement of the examination.
- II. Each outer packet of Question Booklets will contain two Inner packets. Each Inner packet will contain 6 booklets of 6 different codes (categorized as A, B, C, D, E or F). The Centre-in-Charge will hand over sealed packets of Question booklets without opening the outer packet to the Invigilator according to the capacity of the room. However, spare sealed inner cover of Booklet from one room can be used in another room if required keeping a proper record by both the Invigilator.
- III. **The Invigilator will open the sealed packets of Question Booklet in front of the candidate of his/her examination hall and obtain a certificate from at least two candidates that the sealed packets of Question Booklet are opened in their presence. (Refer Form No-1)**
- IV. The Invigilators will be responsible for the distribution of the Question Booklet and OMR Answer Sheet and collection of the same after the exam. Timely distribution of Question Booklets should be ensured. The unused Question Booklet and OMR Answer Sheet have to be returned to the centre in charge after 30 minutes of the commencement of the examination.
- V. The Invigilators must distribute the Question Booklets as follows:
 - a) The Question Booklet would come in a series of 6 Code (Categorized viz. A, B, C, D, E, F)
 - b) The illustrative pattern of distribution of Question Booklets to candidates may be as follows:

A	C	E
B	D	F
C	E	A
D	F	B
E	A	C
F	B	D
A	C	E

- c) In case the candidate is absent, the Question Booklet meant for him/her should not be distributed to anybody else.

For Example: If candidate No. 3 in a particular row is absent, his/her Question Booklet and answer sheet should not be given to the next candidate. It must be kept in the vacant seat for time being and the invigilator should proceed to the next candidate with the next series. The absent candidate's Question Booklet may be withdrawn from his/her seat after 30 minutes.

The above-mentioned serial has to be strictly followed to make the jumbling of the Question Booklet Code system successful.

- VI. To check whether the candidates have filled in the particulars in OMR Answer Sheets correctly, using **blue/black ball pen** only.
- VII. The Invigilator should give a brief description of filling up of the OMR Answer Sheets to the candidates. He/ she should remind the candidates to put their signature in the space provided from time to time in the first half an hour. He/ She should inform candidates the purpose of the Bell every time it rings. While signing the OMR Answer Sheets the Invigilator should check the following:
 - a) The candidate has written the Question Booklet serial number, code of the Question Booklet in the earmarked space.
 - b) The face and signature of the candidates is same as provided in the admit card.
 - c) The candidates have signed on the OMR Answer Sheet at the earmarked space.
 - d) Roll no of the candidate is written on the Question Booklet.
- VIII. The Invigilator has to sign each OMR Answer Sheet after satisfying that all required information are there including signature of the candidate.
- IX. No candidates will be allowed to carry any electronic devices such as a calculator, mobile phone etc. and any blank paper or printed material inside the examination hall/room. If any candidate is detected with restricted items, he/ she should be **expelled** but he/ she should not be allowed to leave the examination centre till the time of end of examination.
- X. No candidate should be allowed to leave the examination room before the end of the 1st hour even for the toilet etc. The candidate who wants to leave the room temporarily will have to sign the Temporary Leave Register and write his/ her Roll no and time of leaving the room. The Candidate should be warned not to pass more than 2 minutes outside. The candidate will write the time of return and put his/her signature in the register and take his/her place in the room. Only one candidate will be allowed to leave the room at one time. It should be ensured that the candidate will leave the room keeping the Question Booklet and OMR Answer Sheet upside down on the allotted seat of the desk.
- XI. No candidate will be allowed to permanently leave the examination room/hall before completion of the examination hours.
- XII. The use of non-standard OMR Answer Sheet has to be avoided. The non-standard OMR Answer Sheet should be used strictly only in case of damage.
- XIII. If a candidate wrongly bubbles the Question Booklet number, such mistake can be ignored but it must be ensured that the candidate has written correctly the Question Booklet number numerically on the backside of OMR Answer Sheet, and it should not be replaced with a non-standard OMR Answer Sheet.
- XIV. In case of change of personalised OMR Answer Sheet, the personalised OMR Answer Sheet has to be cancelled and all such cancelled OMR Answer Sheets are to be kept separately with a report as mentioned in Form no 9. The cancelled OMR

Answer Sheet should not be clubbed with the valid and used OMR Answer Sheet of the candidate.

- XV. **In case of use of non-standard OMR Answer Sheet, the Invigilator should ensure that the candidate has written his/her Roll No, Question Booklet No, and Question Booklet Set Code properly on the OMR Answer Sheet and only after that the invigilator will put his signature on the non-standard OMR Answer Sheet.**
- XVI. If any candidate submits blank OMR Answer Sheet, then the Invigilator in addition to Supervising Officer should sign the blank OMR Answer Sheet certifying that the candidate has submitted Blank OMR Answer Sheet.
- XVII. The Invigilators will collect the used OMR Answer Sheets and Question Booklets at the end of the Examination and arrange them in ascending order before submitting them to Centre in-Charge. **At the time of collection of Question Booklet and OMR Answer Sheets, after completion of examination Invigilator will have to ensure that both the Question Paper and the OMR Answer Sheet are submitted by the candidate and only after depositing the same he/she should obtain the signature of each candidate in Form No 8.** Cases where a candidate does not sign in Form No 8, will be deemed as “not handed over Question Booklet and OMR Answer Sheet” **and he/she will be treated as absent.** To ensure the above the Invigilator must keep the doors of the hall/room closed and only after satisfying the above, only then the doors should be opened allowing the candidates to leave the Examination room/hall. The Invigilators will be personally responsible for the loss, non-submission or misplacement of the OMR Answer Sheets and Question booklets.
- XVIII. The group of teachers deputed for taking signatures of the candidates must ensure that the candidate’s face and the signature match with that provided in **the admit card and Attendance Sheet.**
- XIX. Ensure that all the Examination rules laid down in the Admit card and the Instructions on the Question Booklet cover are strictly followed. Any violation/ malpractices must be duly recorded and handed over to the Centre in- charge for appropriate action.

13. DUTIES OF SUPERVISING OFFICER

- I. On the day of the Examination, the **Supervising Officers** must reach the Examination venue two hours prior to the commencement of the Examination. The Supervising Officer must be present in the Venue throughout the Examination and until the conclusion of the Examination process, i.e. till the packed and sealed OMR Answer Sheets are dispatched to the Strong room.
- II. The Supervising Officer must ensure that all the points mentioned in the SOP are complied with.
- III. He/She must ensure the functioning of the CCTV camera and Video Camera.
- IV. At the time of activities in the sorting room, CCTV surveillance/videography need to be ensured.
- V. He/She must ensure that the Centre in Charge has given a full briefing to each invigilator well before the date of Examination.
- VI. He/ She must ensure that the Centre-in-charge collects **the Question Booklets and OMR Answer Sheets** from strong room or additional strong rooms only on the day of Examination, before two and half hours of the commencement of Examination or as decided by the District Administration.

- VII. He/She must ensure that no Mobile phones/Electronic devices have been taken inside the Examination Hall and in the sorting Room by the Candidate/Invigilators and any officials engaged for monitoring of the examination.
- VIII. He/She must confirm that the Invigilators have distributed the Question Booklet as per guideline. Sorting of the Question Booklet packets at the examination centres as per requirement of the examination room/hall is to be done in presence of the Supervising Officers.
- IX. He/She must attend the Training Program of Invigilators.
- X. He/She must ensure that the used and unused OMR Answer Sheets and Question Booklet are properly collected by the Invigilator after the examination gets over. No candidate is allowed to take back the Question Booklet with him/her.
- XI. He/She has to ensure that the Invigilator and the candidate have signed in the respective space provided in the OMR Answer Sheet. In this regard Supervising Officers have to submit the certificate regarding correctness of OMR Answer Sheets as provided in Form -10.**
- XII. Each outer packet of Question Booklets will contain two inner packets. Each inner packet will contain 6 booklets of 6 different codes (categorized as A, B, C, D, E or F). The Question Booklet packets need to be sorted according to the capacity of the room/hall without opening the outer packets of Question booklets in the centre sorting room. However, spare sealed inner cover of Booklet from one room can be used in another room if required keeping a proper record by both the invigilators.
- XIII. At the time of collection of the Question Booklet and OMR Answer Sheet, after completion of examination Invigilator will have to receive the signature of each candidate in Form No 8. Cases, where a candidate does not sign in the Form No. 8, will be deemed as “not handed over Question booklet /OMR Answer Sheet” and will be treated as absent.
- XIV. If any candidate submits Blank OMR Answer Sheet, then the Supervising Officer, in addition to the Invigilator has to sign on that particular OMR Answer Sheet certifying that the candidate has submitted Blank OMR Answer Sheet (**Refer to point 8.IX**)
- XV. The Supervising Officer has to give a report in Form No.10 regarding the signature of Invigilator and the candidate on the OMR Answer Sheet and use of OMR Answer Sheets in the Centre. It is advisable that he/ she should visit each of the Examination room/hall after one hour of starting of examination to ensure that both the candidate and the Invigilator have signed the OMR Answer Sheet. In addition, he/she has to certify the correctness of the Form No.4 to be filled up by the Centre-in-charge.
- XVI. The Supervising Officer must ensure that the Invigilator has collected the Question booklets and OMR Answer Sheets from each candidate of his room/hall after the end of the examination and that no one has left the room without submitting both.
- XVII. The Supervising Officer must be present all along with the Centre-in-charge from the time of handing over of the Examination materials by the Invigilator to Centre-in-Charge to packing of the same after the end of the examination. This process must be video graphed.

The Supervising Officer has to ensure that all the instructions contained in the Instruction Booklet including the videography are followed properly.

14. Instructions for use of Scribe

The candidates with the benchmark disability in visually impaired (minimum 70% low vision) and other severe disability (unable to write with both hands or physical limitation to write) will be provided the facility of scribe, if desired by the candidate on production of valid document. For other category of benchmark disability, the facility of scribe will be provided to such candidates only on production of a certificate at the time of entry into the Examination centres as well as to the Invigilator while appearing in the examination.

Such certificates will be issued, on receipt of an application for the requirement of scribe, by the District Commissioner of the district to which the candidate belong or where he/she resides or at the district of his/her examination centre in addition to whatever other document available with them. While issuing of such certificates to the applicant, the concerned District Commissioner will examine properly with the help of competent experts the limitation to write by the applicant and the District Commissioner must be satisfied that the applicant is really in need of a scribe.

The educational qualification of the scribe to be used by the such candidates should be lower than required qualification for the paper in which the candidates will appear for. Such candidates will get maximum 20 minutes extra per hour as compensatory time.

In addition to this, the Centre-in-charge has been requested to keep some students ready to be used as scribe, in case of exigencies.

Note: The candidate who is entitled for scribe but has approached without certificate from DC may be allowed to appear in the examination, provided that the Observer appointed by Govt. or the S.O. appointed by DC or the Center-in-Charge is satisfied that the candidate is entitled for scribe and thereafter may allot a scribe from the selected scribes of the Centre-in-Charge. Such candidate cannot use his/her own scribe.

15. Restricted or Barred Items in the Examination Centres:

During the Examination the candidates are advised not to bring any prohibited items to the Examination Centres. The items that are barred from being taken into the Examination centres or inside the Room/Hall are listed below:

- I. Mobile Phones (even in switched off mode)
- II. Any electronic equipment's or programmable device or storage media devices such as smart watches, health bands, electronic pen/scanner, Bluetooth devices, earphones, microphones or any other such devices either in working or switched off mode capable of being used as a communication device.
- III. Calculator, pen drives, bits of paper etc.
- IV. Textual material (printed or written).
- V. Any item which could be used for unfair means is not allowed.

16. Items that are allowed to be taken inside the Examination Hall/Room:

The candidates can take inside the Examination room/hall the following items: blue/black pen, pencil, scale, eraser, admit card, identity card, plastic cards such as debit card/credit card, driving license and minimum amount of cash.

17. Following funds shall be released to Centre in-Charge

a. Supervising Officer @ Rs.2000/- per person for one shift and for both the shift @ Rs. 3000/- per person to be paid by Centre in charge	
b. Centre-in-Charge @ Rs. 5000/ per shift (subject to a maximum of Rs. 8000/- for two shift in a day)	
c. I. If the number exceeds 250 then appoint one additional Asst.Centre in-Charge i.e. there will be two Asst. Centre in-Charge (Total- Two) II. If the number exceeds 1000 then appoint two additional Asst.Centre in-Charge i.e. there will be three Asst. Centre in-Charge. III. If the number exceeds 2000 then appoint three additional Asst.Centre in-Charge i.e. there will be four Asst. Centre in-Charge.	@ Rs. 2000/- per shift per person
d. Invigilator (One Invigilator for every 20 candidates) However, while allotting invigilation duty, one invigilator against 24 candidates. Additional invigilator will be used as reliever and for attendance collection.	@ Rs. 500/ per Invigilator
e. Office Assistant (One against every 150 candidates)	@ Rs. 450/ per Office Assistant
f. Grade IV (One against every 100 candidates)	@ Rs. 400/ per Grade IV
g. Transportation of Question Booklets and OMR Answer Sheet from Strong Room/Additional Strong Room to Examination Centre on the day of Examination and submission of OMR Answer sheets and other materials from the Examination centre to the district central strong room	@ Rs. 1000/- per shift
h. Transportation of Used and Unused Question Booklet from Centre to designated location after the Examination.	Rs. 1000/-
i. The hiring of a video camera with operator and obtaining video footage in a CD/Pen drive.	@ Rs. 1500/- per shift per videographer
j. Contingency (Refreshment and other allied expenses like packing material, cleaning, arrangement of furniture etc. including refreshment for security personnel engaged for frisking)	@Rs. 10/ per candidate.

- Note:** (1) For Kendriya Vidyalayas, a consolidated amount as per number of candidates will be released to facilitate their payment system.
- (2) Total number of candidate will be counted by adding the candidates of both the shifts, wherever required.
- (3) For conduct of training of Centre-in-Charges, Supervising Officers etc., use of flying squads, transportation of desk and benches from other institutions and creation of temporary boundary walls, an amount will be released in the respective accounts of District Commissioners.

Form No-1

SLRC-2024

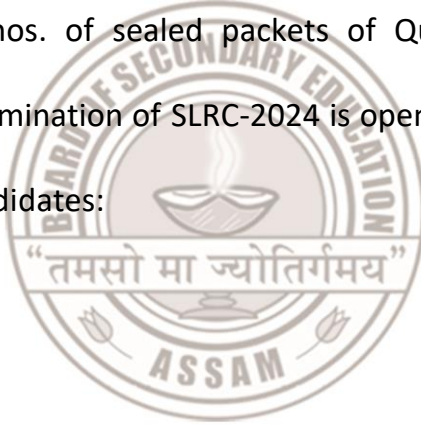
**CERTIFICATE OF OPENING OF QUESTION BOOKLETS PACKETS IN FRONT OF THE
CANDIDATE IN EXAMINATION HALL
(TO BE SIGNED BY INVIGILATOR)**

Centre Name & Code No: -

Date:

Hall/Room No.....

Certified thatnos. of sealed packets of Question Booklet of Paper No
..... for the Written Examination of SLRC-2024 is opened today at..... in
front of the following two candidates:



Sl. No.	Name of Candidate	Roll No.	Signature of Candidate
---------	-------------------	----------	------------------------

1.

2.

Name and Signature of the Invigilator

Form No-2(A)

SLRC-2024

**FORMAT FOR KEEPING RECORD FOR RECEIPT OF CONFIDENTIAL MATERIALS AT
STRONG ROOM & ADDITIONAL STRONG ROOM**

PAPER No-

Sl. No.	No of the centre	Name of the Centre	No. of Trunk of Question Booklets	No. of packets of OMR Answer Sheets	Date of receipt at Strong room	Signature of the Officer-in-charge of Strong Room
1						
2						

Form No-2(B)

SLRC-2024

FORMAT FOR KEEPING RECORD FOR ISSUE OF CONFIDENTIAL MATERIALS TO CENTRE-IN-CHARGE

PAPER No -

Sl. No.	No of Centre	Name of the centre	No. of Trunk of Question Booklets	No. Of Packets of OMR Answer Sheet	Date of issue of material from Strong Room	Time of issue of material from Strong Room	Signature of Centre in-Charge	Signature of Officer-in-Charge of Strong room
1								
2								

Form No-3(A)

SLRC-2024

PARTICULARS OF RECEIPT/ ISSUE OF MATERIALS TO INVIGILATORS

PAPER No-

Details of Issue:

Centre Name &Code:

Name of Invigilator:

Sl. No.	Name of the Materials issued	Sl. No. of packets/No	Total No. of packets/No	Time of Issue	Name of Invigilators	Exam Hall/ Room No.	Signature of Invigilators
1	Question Booklets						
2	OMR Answer Sheet						
3	Attendance Sheet (if provided to Invigilator)						
4	Form No.1 and Form No.9						
5	Knife for cutting of packets of Question Booklets						

Name & Signature of Centre- in- Charge:

Form No-3(B)

SLRC-2024

PAPER No-

Centre Name &Code:

Details of materials received back after the examination:

Sl. No.	Name of the Materials issued	Numbers	Time of Receive	Name of Invigilators	Examination Hall/ Room No	Signature of Centre in-Charge
1	Used Question Booklets					
2	Unused Question Booklets					
3	Used OMR Answer Sheet					
4	Unused OMR Answer Sheet					
5	Attendance Sheet					
6	Absentee Statement					
7	Details of cancelled OMR Answer Sheet					

Name & Signature of Centre- in- Charge:

Form No-4
SLRC-2024

Report to be submitted to SEBA after examination along with the material
FOR PAPER –

A. Materials Received (Attach a copy of Form No.2)

Sl. No.	Materials	No. of packets/ trunks	Total No. (wherever possible)
1	Question Booklets		
2	OMR ANSWER SHEET Sheets		
3	Attendance Sheets		

B. Details of Materials to be handed over to the representative of DC at the central strong room of the District.

Sl. No.	Materials	No. of packets	Total No.
1	Used Personalized OMR Answer Sheet and Used Non Standard OMR Answer Sheet (The total number must match with the number of candidates present)		
2	Unused Personalized OMR Answer Sheet		
3	Attendance sheets		
4	Report of absentee, expelled etc.		
5	Details of cancelled (OMR answer sheets) along with Unused non-standard blank OMR Answer Sheet		

C. Details of Materials to be deposited in the designated location other than central strong room as decided by the District Commissioner on the date fixed.

Sl. No.	Materials	No. of packets	Total No.
1	Used Question Booklets		
2	Unused Question Booklets		
3	Any other Unused materials		

D. Statement of Absentee candidate in Form No.-6

Total no. of absentee -

E. Details of malpractice detected: Attach report for each candidate

(Refer Form No.-5)

F. Details of Expelled Candidate: (Attach Form No. 7)

Total no of Expelled Candidate –

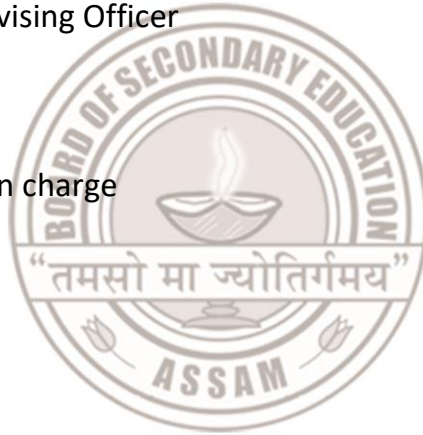
G. Total numbers of cancelled OMR Answer Sheets: (Attach Form No -9)

H. Form No 8 received from each invigilator

I. Certificate of Supervising Officer

(Form No-10):

J. Remarks of centre in charge



Name & Signature of Centre-in-Charge

Name & Signature of SO
(Appointed by IS)

Name & Signature of SO
(Appointed by DC)

Form No-5

SLRC-2024

PROFORMA REGARDING MALPRACTICE IN EXAMINATION VENUE

FOR PAPER –

1. Name of the Candidate:
2. Roll No. of the Candidate:
3. Hall/ Room No.:
4. Centre Name & Centre Code:
5. Date of Examination:
6. Nature of Malpractice (Please put a tick in the correct row)

Use of calculator inside the Examination Hall	
Use of Mobile Phone and other electronic gadget inside the Examination Hall	
Trying to adopt unfair means inside the Examination Hall	
Trying to take out the Question Booklet from the Examination Hall	
Using abusive /Derogatory language orally or threatening using violence against the centre-in-charge / Invigilator hence disturbing other examinees	
Others (specify):	

7. Remarks (From Invigilator/ Centre in-Charge)

ORDER

Pursuing the above facts & details, I am satisfied to declare that the above candidate has adopted unfair means as mentioned above in the Examination Hall on the said date and as such, his/her candidature is declared as cancelled.

(Name of the Centre-in-Charge)

(Name of the Invigilator)

(Signature with date)


(Signature with date)

Form No-6
SLRC-2024

REPORT ON ABSENT CANDIDATE

Name of Centre & Code No.:
Examination Hall/room No.:

Paper No.
Date:

Sl. No.	Total No. of the candidates found absent	Roll Nos of the absentees.
		

Name & Signature of Centre-in-Charge:

Form No-7
SLRC-2024


REPORT ON EXPELLED CANDIDATE

PAPER NO –

Name of Centre & Code:

Hall/Room No.:

Date:

Sl. No.	Total No. of candidates Expelled	Roll Nos of the expelled candidates
		

Name & Signature of Centre-in-Charge

Form No-8

SLRC-2024

**REPORT ON SUBMISSION OF USED QUESTION BOOKLET AND OMR Answer Sheet
BY THE CANDIDATES**

To be submitted by the Invigilator of each examination hall/room after completion of exam to the Centre-In-charge

Name of Centre & Code:

Hall/Room No

Paper No

Date:

Sl. No.	Roll No. of candidate	OMR ANSWER SHEET Submitted (✓) Not Submitted(X)	QP Booklet Submitted (✓) Not Submitted(X)	Signature of the candidate
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

15				
16				
17				
18				
19				
20				
21				
22				
23				
24				



Name & Signature of Invigilator:

Counter Signature of Centre-in-Charge:

SLRC-2024

Form No -9 (A)

Details of cancelled OMR Answer Sheet

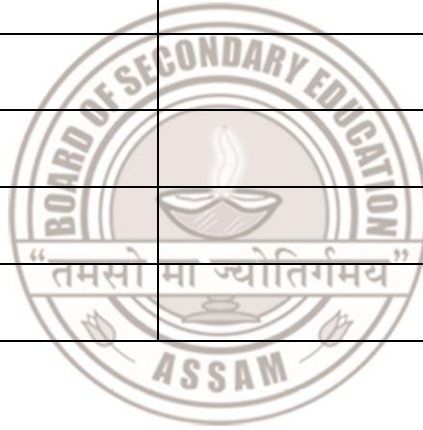
PAPER NO –

Name of Centre & Code:

Hall/Room No:

Date:

Sl. no	Sl. no of cancelled OMR Answer Sheet	Roll no. of the candidate	Hall /Room no.



Name & Signature of Centre-in-charge

SLRC-2024

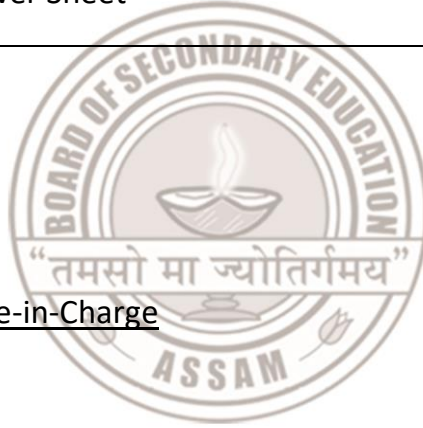
Form No -9 (B)

Details of Used/Unused non-standard blank OMR Answer Sheet

PAPER NO –

Name of Centre & Code:

Sl.No.	Particulars	Nos.
1.	Total No. of Used non-standard OMR Answer Sheet	
2.	Total No. of Unused non-standard OMR Answer Sheet	



Name & Signature of Centre-in-Charge

SLRC-2024
FORM NO – 10

Certificate from Supervising Officer Regarding Correctness of OMR Answer Sheets

This is to certify that the signature of candidates and invigilators are there on each and every used OMR Answer Sheet in the particular space allotted for the same. The undersigned have also verified that total number of used OMR Answer Sheet and number of candidates present in the Examination Centre are tallied properly and found correct.

The account of OMR Answer Sheet is as follows:

Name of the Examination Centre:

Centre Code:

1.	Total numbers of Candidates allotted	
2.	Total numbers of Candidates present	
3.	Total number of Personalized OMR Answer Sheet received by the centre	
4.	Total number of unused personalized OMR Answer Sheet	
5.	Total numbers of Used personalized OMR Answer Sheet and Used non-standard OMR Answer Sheet (The total figure of point no. 5 must be same with the point no. 2)	

Note: The total no of used personalized OMR Answer Sheet together with used non-standard OMR Answer Sheet + total no of unused personalized OMR Answer Sheet must be same with the total no of personalized OMR Answer Sheet issued to the centre.

Signature of SO
(Appointed by IS)

Signature of SO
(Appointed by DC)

Form No-11

SLRC-2024

**FORMAT FOR VERIFICATION REPORT OF OMR ANSWER SHEETS RECEIVED FROM
CENTRE-IN-CHARGES AT CENTRAL STRONG ROOM OF DISTRICT HQ**

PAPER No –

Name of Receiving Official 1:				Name of Receiving Official 2:			
Table No.-							
Sl. No.	Centre Code	Name of the Centre	No. of USED OMR Answer Sheet received	Discrepancies found if any,			Signature of the Centre-in-charge
				Roll No.	Serial No. of OMR Answer Sheet	Nature of discrepancies	
1							
2							
3							
4							
5							
7							
<u>Signature of Receiving Official 1</u>				<u>Signature of Receiving Official 2</u>			

The nature of discrepancies may be:

- (i) No Signature of Candidate
- (ii) No signature of invigilator
- (iii) Blank etc.

Proforma for appointment letter to Centre-in-Charge

(TO BE ISSUED BY DISTRICT COMMISSIONERS OF THE DISTRICTS)

NO. _____ Dated _____

From: The District Commissioner
..... District

Subject: Appointment of Centre-in-Charge

Sir/Madam,

I am pleased to inform you that you have been appointed as Centre-In-Charge for the Written Examination of SLRC-2024 at _____ Examination Centre. The examination will be held on _____.

You are therefore requested to supervise the examination as per the guidelines given in the SOP. Please read all instructions carefully. It is to be noted that you will be over-all-in-charge of the Examination and you have to ensure that all instructions issued for the conduct of SLRC 2024 Examination are followed both in letter and spirit.

Further you have to ensure that all the reports are handed over to you by the Invigilators and the Supervising Officers. It is most important that the OMR Answer Sheets submitted after completion of Examination tallies with the numbers of candidates who appeared in your Centre.

Yours faithfully

District Commissioner/ADC
.....district

PROFORMA FOR APPOINTMENT OF SUPERVISING OFFICERS

(TO BE ISSUED BY THE DISTRICT COMMISSIONER)

NO. _____ Dated _____

From: District Commissioner
_____ district

Subject: Appointment as Supervising Officer.

Sir/Madam,

I am pleased to inform you that you have been appointed as Supervising Officer for the Written Examination of SLRC-2024 at _____ Examination Centre of _____ District. The examination will be held on _____.

You are therefore requested to supervise the examination as per the guidelines given in the Instruction manual. Please read all instructions carefully. It is to be noted that your presence in the Training Program of Invigilators is compulsory and you have to ensure that all instructions issued for the conduct of SLRC 2024 Examination are followed both in letter and spirit.

Further, you have to examine all the used OMR Answer Sheets after the completion of examination and have to ensure that the signature of candidate as well as Invigilator exist in each used OMR Answer Sheet and a certificate in Form No.10 (annexed herewith) regarding the above and correctness of the counting of OMR Answer Sheets.

Yours faithfully,

District Commissioner/ADC

..... District

PROFORMA FOR APPOINTMENT OF SUPERVISING OFFICERS

(TO BE ISSUED BY THE INSPECTOR OF SCHOOLS)

NO. _____ Dated _____

From: Inspector of Schools
_____ district

Subject: Appointment as Supervising Officer.

Sir/Madam,

I am pleased to inform you that you have been appointed as Supervising Officer for the Written Examination of SLRC-2024 at _____ Examination Centre of _____ District. The examination will be held on _____.

You are therefore requested to supervise the examination as per the guidelines given in the Instruction manual. Please read all instructions carefully. It is to be noted that your presence in the Training Program of Invigilators is compulsory and you have to ensure that all instructions issued for the conduct of SLRC 2024 Examination are followed both in letter and spirit.

Further, you have to examine all the used OMR Answer Sheets after the completion of examination and have to ensure that the signature of candidate as well as Invigilator exist in each used OMR Answer Sheet and a certificate in Form No.10 (annexed herewith) regarding the above and correctness of the counting of OMR Answer Sheets.

Yours faithfully,

Inspector of Schools

..... District

Certificate regarding physical limitation in an examinee to write

(Seal & signature of Authorised Medical Officer to be appended across both the photograph and the Format)

Photograph of PwBD Candidate

This is to certify that, I have examined Mr/ Ms/ Mrs _____(Name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature
Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation:-

Name of Government Hospital / Health Care Centre with Seal:-

Place :

Date :

Note :

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist/PMR).

Application format and letter of Undertaking for using Scribe by PwBD candidate

(To be submitted in duplicate)

To,

The District Commissioner
_____ (District)

Sub. :- Application for providing of scribe.

Sir/Madam,

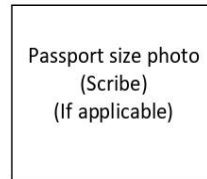
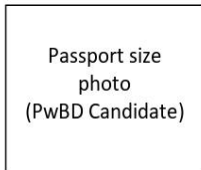
I _____ a candidate with
_____ (name of the disability) appearing for the
_____ (name of the examination) bearing Roll No.
_____ at _____ (Name of the centre) in the
_____ District _____ . My qualification is
_____.

Tick whichever is applicable and cross the other.

I do state that I wish to utilize the service of scribe and request you to provide me a scribe.

I do hereby state that _____ (name of the scribe) will provide the service of Scribe for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is _____. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims thereto.



(Seal & signature of Authorized Officer to be appended across both the photograph & the Format on each photograph)

Place :

Date :

(Signature or thumb Impression of the candidate with disability)

N.B. - In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination.

For Office use:

The Applicant (PwBD candidate) and the Scribe (if applicable) as mentioned in Appendix-II has appeared in person before the undersigned.

The Appendix-I and Appendix-II has been examined and found to be in Order.

Signature
Additional District Commissioner,
District.....
(Authorized Officer)
Official Seal

SCHEDULE OF THE EXAMINATION

Class	Paper	Date of Examination	Time of Examination	No. of Questions multiply Marks against each question	Total marks
Class-III	Paper-III	15-09-2024	10:30 a.m. to 01:30 p.m.	150 X 1	150
	Paper-IV	29-09-2024	09:00 a.m. to 12:00 noon	125 X 1 25 X 2	175
	Paper-V	29-09-2024	01:30 p.m. to 04:30 p.m.	150 X 1	150
Class-IV	Paper-I	27-10-2024	09:00 a.m. to 11:30 a.m.	135 X 1	135
	Paper-II	27-10-2024	1:30 p.m. to 4:00 p.m.	135 X 1	135

