

EASTERN RAILWAY

E.1023/0/Pt.VII

Kolkata, 27th Nov.2008

All Concerned

Sub: General guidelines for the Members of selection board for
Conducting selections.

A general guideline for the Members of the Selection Committee as well as specific works to be done by the other members and personnel officer is issued and circulated to all concerned for conducting selections property.

DA: As mentioned

27.11.08

(B.N.Hasda)

For Chief Personnel Officer

INSTRUCTIONS FOR SELECTIONS**(A)****1. General Guidance:**

- (a) The Cadre Controlling Personnel Officer or the Executive where he/ she is the independent establishment officer must ensure that the standard answer books should have pre-printed top sheet where candidate's name, designation, name of the office etc. will be filled.
- (b) Answer Books must have space for signature of the Officer-in-Charge or invigilators and also for the CODE No. on both top and the second page.
- (c) The Office Stamp of the office which is conducting the selection should be used on the top page as well as on the second page of the answer book. A stamp for 'number of loose sheets used' should also be affixed both on the top page and the second page of the Answer Book.
- (d) The officer-in-Charge for conducting the examination or the Invigilators not below the rank of Gazetted Officer should sign on the top page as well as on the second page of the answer books. Each extra loose sheet will also be signed by the invigilator.
- (e) The office stamp should be used on the loose extra sheets also.
- (f) Answer Books should be distributed 15 minutes before the commencement of the examination.
- (g) After the examination is over, the Conducting Officer and Invigilators will collect the Answer Books. The question papers need not to be taken back. (Sl. Circular No.141/2006).
- (h) The seating arrangement should be such as space between two adjacent candidates should be adequate.

(B)**Instructions for Paper Setter : (Regarding paper setting & conduct of written examination)**

- (a) Questions should be prepared normally for 100 marks in one paper except the cases where special instructions are laid down in the notification of the selection for more than one paper or specific maximum marks are laid down. However, marks are scaled down or up to the level of maximum marks prescribed for a particular kind of selection say out of 85 or 50 as the case may be.

- (b) The question papers for the written test held as a part of selection/LDCE for promotion within Group 'C' should have practical bias i.e. they should be designed to test the ability of the candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge.
(Sl. Circular no.No.159 (10)/2004)
- (c) The question papers must be bi-lingual i. e. in English and in Hindi. On the top of all question papers, it should be clearly indicated that Hindi translation of questions is available and that candidates can also answer questions in regional language (CPO's Serial Circular No. 78/2008).
- (d) The objective type question may be set for about 50% of the total marks for the written test. It should not be taken as constituting an inflexible percentage. 50% for objective type of questions is intended to be for guidance only. The remaining 50% questions could continue to be for the narrative type.
(Sl. Circular No.119/2006).
- (e) Marks for each main question and sub parts if any, must be clearly be clearly indicated in front of each question or at the top where the main question starts. There should be no ambiguity about marks allotted for each question. Paper setter must also ensure that marks of individual question finally add up to the total marks for the paper.
- (f) 10% of the total marks should be given for questions on Rajbhasha, official language policy and official language rules. The question on 'Rajbhasha' will be optional and not compulsory.
(Sl.No.15/1995).
- (g) It is advisable to allot whole marks (and not decimal) for each question and its sub parts. e.g. Avoid a situation where marks of a question having three sub parts - 10 and each sub parts - 3.3 marks.
- (h) Normally the Officer nominated to set question paper has to conduct the written test. The concerned HOD may, however, nominate any other officer from his/her Department to conduct the written test in lieu of the paper setting officer in exigency of situation. In such cases, the conducting officer will receive the sealed cover of the question papers from the paper setting officer which will be opened in presence of at least two candidates half an hour before commencement of the written test.

In such cases, all the answer scripts along with attendance sheets and authorization slips are to be handed over to the paper setting officer under sealed cover.

- (i) On completion of the written test, the Answer Books are to be sent to the Confidential Cell of 'P' Branch in Double Jacket by the officer who set the question paper indicating the numbers of Answer Books in each Packet along with Authorization Slips and Attendance Sheets.
(Sl. Circular No.131/2004)
 - (j) The papers where copying is detected should have special remarks and separate report should be submitted by the conducting officer. Such paper should be put in separate sealed packet and to be sent to the Officer evaluating the papers through Confidential Cell.
 - (k) The number of loose sheets used should clearly be indicated in the cover page and the first page of the answer book, duly signed by the Officer who will sign the Answer Books.
 - (l) On the last page of the answer scripts, the stamp "LAST PAGE" should be impressed. All the blank spaces should be scored off by drawing a diagonal line.
 - (m) The Examination In-charge must have a record about the full name of the Invigilators and the names of the candidates with their Roll Numbers.
 - (n) The identity of each candidate should be verified by the Invigilator through Identity Cards / Authorization Slips Issued by Controlling Officers. The Invigilator should sign on the Authorization Slip in token of verification of the identity of the candidate.
 - (o) The Invigilator should put his/ her signature in full along with designation in the Attendance Sheet in respect of the candidates allotted for him.
3. Instructions for Evaluator
- (a) As soon as the written test is over, a code number should be given on the top be given on the top sheet also called fly-leaf attached to each answer sheets and the fly-leaf containing the original roll number (if allotted) as well as the code number should be separated and kept under the custody of the Confidential Cell of Personnel Branch.

- (b) The answer sheets will be sent to the evaluating officer in sealed packet/s. And these should contain only the code numbers, so that the evaluating officer does not know the identity of the candidate.
- (c) Evaluating the answer sheets with the fly leaves attached and without code number is not allowed. If such cases come to the evaluating officer, he/ she should immediately return the answer book/s to the Confidential Cell.
- (d) Proper and uniform evaluation of the answer sheets, especially for narrative for narrative type of answers should be ensured. Wide variation of marks awarded for the narrative answers has to be avoided at all costs. While marking for each question, maximum marks allotted for the question must be clear in the mind of the evaluating officer.
- (e) There should be absolutely no cutting erasing, over-writing etc. of the marks once awarded to answers. If genuinely warranted, corrections may be made by striking off the marks originally given and entering the fresh marks duly attesting the correction with signature.
(Sl. Circular No.57 (05)2005)
- (f) It is a wrong tendency on the part of the evaluating officer to review his /her own evaluation and to award the marks keeping in mind the qualifying marks with a view to make more candidates pass. Marks have to be awarded strictly based on the correctness and contents of the answers given by the candidates.
- (g) The evaluating officer should not resort to awarding of any grace marks to individual candidates. (Para 219 (d) or IREM)
- (h) After the evaluation is over the evaluating officer should tabulate the marks tabulate the marks for each question and do the totalling. This is to ensure that only the required number of questions are answered and evaluated and the totalling of the marks is correct. It has to be ensured by the evaluating officer that there are no erasers, cutting or over-writing or mistake in totalling the marks granted to the candidates.
- (I) It is often observed that one of the points emerging out of the Vigilance investigation in selection matters is on improper evaluation of answer sheets. It is essential that whenever the answer sheets are sent for evaluation, the evaluating officer should be informed of the instructions on the subject.

- (j) The evaluating officer must tabulate the marks awarded for all questions in the table given on the top sheet of the answer book. This will ensure that only the required number of questions are evaluated and the candidates have not resorted to the practice of answering the same question twice etc. This exercise is also in the interest of the evaluating officer himself/ herself.
- (k) Decimal marks whenever given should be corrected to the first decimal and the same should not be rounded off. The aggregate also should be left as such without any rounding off.
- (l) If any candidate has answered question in excess of the required number, the evaluating officer should ignore the same. However, if such questions stand evaluated, only the marks awarded against the requisite number of answers attempted serially from the beginning should be included in the tabulation for the top sheet, of the answer book and the rest of answers ignored. It is a good practice to write 'Excess question' against answers given for question/s in excess of the required number.
- (m) Any delay in evaluation by more than two months should be brought to the notice of the DRM or PHOD. Delays of more than three months should be brought to the personal notice of the General Manager (Board's letter no. E(NG)1-87-PM1-14 dated 22.7.88.)
- (n) On completion of the evaluation, the Evaluating Officer will return all the codified answer scripts and also a list indicating Serial Number, Code Number and Marks obtained by the candidates to the Confidential Cell of P. Branch for further necessary action. Evaluated answer sheets should not be retained by the evaluating officer.

3. Duties and responsibilities of the Cadre Controlling Personnel Officer Personnel Branch Member of the Selection Committee and the confidential Cell of 'P' Branch

- (a) In all the stages, Cadre Controlling Personnel Officer will assist other assist other members to expedite conducting of selection as per rules as and when required.
- (b) The Cadre Controlling Personnel Officer should ensure that the SRs and CRs of the candidates who have passed in the written examination are ready for placement before the Selection Board on the date of Viva-voce test/Scrutiny of SR/CR.

- (c) In cases of selections of other than Personnel Branch, on receipt of the sealed cover containing Answer Scripts from Paper Setting officer or officer or the officer-in-charge conducting the examination, the entrusted staff of the Confidential Cell of Personnel Branch will handover the sealed cover containing the answer scripts to the cadre dealing officer for codification of the same. After codification of answer scripts, the cadre dealing officer will handover two sealed covers to the concerned staff of Confidential Cell of Personnel Branch, one for the coded answer scripts and other for the Fly- leaves. The envelope containing the coded answer scripts will be sent to the Evaluating Officer by the Confidential Cell of the Personnel Branch, which are to be returned again to confidential cell after evaluation. Thereafter, de-codification of answer scripts will be done by the cadre dealing officer with the assistance of the Confidential Cell of Personnel Branch. In cases of selections for Personnel department, the Personnel officer, other than the evaluating officer of the selection committee will be responsible for coding/ decoding of the Answer Scripts (Sl. Circular No.134 (8)/2004 & 11(01)/05).
- (d) After viva-voce test/ scrutiny of SR/CR, the selection proceedings are to be prepared by the Personnel department's member of the Selection Committee in consultation with other members and the same should be signed by all the members of the Selection Board.
- (e) The proceedings along with the tabulation sheet signed by all the members of the Selection Board should be sent to the Confidential Cell of the Personnel Branch.
- a) Notwithstanding the fact that the selection is the common responsibility of all the members of the Selection Committee, the paper setting officer and the evaluating officer are solely responsible for the job relating to conducting written test and evaluation of the answer scripts respectively.
- b) On completion of the selection process, all the answer scripts will be kept under the custody of Confidential Cell of Personnel Branch (Sl. Circular No.131 (8)/2004) and these are required to be preserved for at least two years, if no Court Case or Vigilance Case is pending, after which these may be destroyed after taking clearance from the Vigilance Department and the respective Court Cells.