CPO's S.L. No. 161/2015

EASTERN RAILWAY

No.SP/CLII/System Improvement/I, Kolkata, dated, 11.11.2015.

All concerned.

Sub: Procedure to be followed for conducting the 'Written examination' for Group-'B' selections.

As there is no specific available guidelines issued by Rly. Board for conducting 'Written Examination' for selection from Group-'C' to Group-'B' posts and some modification is required in the existing procedure, a revised procedure has been prepared for conduciting written examination for such selection, duly approved by G.M.

A copy of the same is enclosed herewith for strict compliance by all concerned.

(Anjan Ray)
Dy.Chief Personnel Officer (G)
for Chief Personnel Officer.

DETAILED PROCEDURE TO BE FOLLOWED FOR CONDUCTING THE WRITTEN EXAMINATION FOR GROUP-'B' SELECTIONS

S.L.	Action By	
		PART – I
1.	Exam. Controller (PHOD)/ Conducting Officer	In case paper setter (PHOD) has nominated an SAG/JAG officer for conducting the written examination, the required number of Question papers in bilingual form to be handed over to the 'Conducting Officer' in a sealed cover by the paper setter which will be opened and distributed to the candidates on the date of written examination. At the time of opening of sealed cover signature of two candidates with name, designation/Stn. should be taken as witnesses with a certification that "Sealed cover opened in our presence"
2.	-do-	Sr.Scale/Jr.Scale officers will act as invigilators. All invigilators should be booked in advance by the 'Conducting Officer'.
		PART – II
1.	-do-	List of candidates should be prominently displayed at the entrance of the examination area. List of candidates should also be displayed at the entrance of each hall. Indication of examination hall & Seat No. should be made clear. Final List of candidates called for the written examination should be similar to CPO's notification for Selection.
2.	--do-	Seating arrangement should be made by jumbling the Names/Roll Numbers in such a manner so that candidates of one Division/Unit do not sit side by side.
3.	-do-	Names/Roll numbers of candidates should be pasted on the tables sufficiently well in advance.
		PART – III
1.	Invigilators	No candidate should be allowed to enter the examination hall after 15 minutes of commencement of the examination.
2.	-do-	No candidates should be allowed go out of the hall before elapse of two hours of examination time.
3. (a)	-do-	Invigilators should distribute 'Answer Book' before 15 (fifteen) minutes. The time is allowed to fill up the particulars in the 'Answer Book' and to enable them to read instructions printed thereon. Question Paper to be distributed just before commencement of the examination.
3. (b)	-do-	Invigilators should instruct the candidates that once they receive the main 'Answer Book' they should check it before starting answering. Any irregularity in the 'Answer Book' should clearly brought out to the notice of the invigilating officer who will change the 'Answer Book'. The candidate should also be instructed that in future if it is detected that any page is missing or re-inserted, his candidature is liable to be cancelled.
4.	-do-	Candidates can write answers only after start of examination time.
5.	-do-	Attendance of candidates should be taken in three copies after verifying identity. The identity slips are to be kept by the conducting officer. The candidates to be spared after end of the examination by the 'Conducting Officer'.

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6. Invigilators

Pro-forma of Attendance Sheet

Attendance sheet of candidates appeared in the written examination for selection of Gr.`B'_____ against ____% quota held on _____.

Sl.No./Seat No.	CPO's Sl.No.	Name	Commu -nity	Desig- nation/ Station	Signature with date
1.					

	UR	SC	ST	Total
Number of candidate present-				
Number of candidate absent -				
Total -				

Signature of Invigilator
Name & Designation

SUMMARY SHEET

PRESENT

	UR	SC	ST	TOTAL
Page - 1				
Page - 2				
Page - 3				

ABSENT

	UR	SC	ST	TOTAL
Page-1				
Page-2				
Page-3				

Signature of Conducting Officer
Name & Designation

7. Invigilators — In case candidate/s use unfair means, the incriminating document should be seized duly withnessed by two other candidates setting near by and a report made on the answer paper under signature of invigilator. Separate report should be prepared for candidates using unfair means by the `Conducting Officer', their candidature will be treated as cancelled.

8. -do- — Invigilators should advise the candidates to score out blank pages by `X'ing before submission of `Answer Book' and ensure compliance.

9. -do- — Invigilators should sign on the Top-sheet & 2nd sheet of `Answer Book' and on the extra sheet(s), if used, by the candidate(s). Extra sheet should be given to the candidates after completion of writing on main answer book only.

10. -do- — Number of Extra sheet(s) used should be indicated on the Top-sheet and 2nd sheet against "Total No. of pages written.

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11.	**Conduct-ing Officer**	After close of examination, total Used/Un-used `Answer Book'(s)', extra Sheets, un-used `Question Paper(s), Attendance Sheet & envelope of question papers which was received from `Paper setter' and opened in the Exam. Hall in presence of two candidates etc. should be accounted for and to be handed over to Dy.CPO(GAZ). The following three packets (A)&(B) in sealed condition and (C) in un-sealed condition should be handed over to Dy.CPO(G):- **(A)** Sealed packet containing _____Nos. of Used Answer Books of the written examination for Gr. `B' selection of ____held on__ Date :_____ Centre:_____ Signature of Conducting Officer. (Name & Designation)  **(B)** Sealed packet containing` Attendance Sheet'(in triplicate) of the written examination for Gr.`B' selection of _____ held on___ Date :_____ Centre:_____ Signature of Conducting Officer (Name & Designation)  **(C)** Miscellaneous Packet (Un-sealed)  (i) _____Nos. of un-used Answer Book(s)` (ii) _____Nos. un-used Extra Sheet(s) (iii) ____Nos. un-used `Question Paper(s)', (iv) Open envelop of `Question paper' (which was received from `Paper setter' and opened in the Exam. Hall), etc. Date :_____ Centre:_____ Signature of Conducting Officer (Name & Designation) In case there is any incident of candidates using unfair means and the incriminating document has been seized and report made, this documents should be stitched with the Answer Book of the said candidate(s) and the same should be kept in a sealed packet and handed over to Dy.CPO(Gaz.) with a separate report. Their candidature will be cancelled. This packet should be marked as under :- **(D)** Sealed packet of `Seized ' documents along with Answer Book(s) of the following candidate(s) using unfair means in the written examination for Group-B selection of _____ . Sl. No. | Name & Design./ Stn. | Roll Number/Serial No. of candidate as per list of candidates circulated by CPO's Office. | | | Date :_____ Centre:_____ Signature of Conducting Officer (Name & Designation)

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		PART – IV
1.	Dy.CPO(G)	Codification will be done by Dy.CPO(G){Ref: CPO's SL No.75/2010}
2.	-do-	Before codification all answer scripts should be accounted for.
3.	-do-	Answer Books should be mixed up randomly. Thereafter a code number should be put on top sheet and 2nd sheet and also in extra answer sheet if any, used by the candidate.
4.	-do-	Top sheet should be torn off and kept separately.
5.	-do-	After codification is over, the top sheet should be accounted and number tallied with total present candidates.
6.	-do-	`ANSWER BOOKs' should be sealed in envelope marked as under:-  _____Nos. of `ANSWER BOOKs' (paper-I/II) of written examination for selection of Group-B _____ against____% quota held on _____ at_____ along with one copy of `Question Paper' (I/II) in bilingual form. Date :_____ Centre:_____ Signature of Coding Officer. (Name & Designation)
7.	-do-	The TOP SHEETs should be sealed in envelope marked as under:- _____Nos. of `TOP SHEETs' of the `Answer Books' (paper-I/II) of written examination for selection of Group-`B'_____ against____% quota held on _____ at_____, along with one copy of `Attendance Sheet' and one set of `Question Paper' (I/II) in bilingual form. Date :_____ Centre:_____ Signature of Coding Officer. (Name & Designation)
8.	-do-	One copy of the attendance sheet as well as Question paper in bilingual form should be placed in the envelope of `Top Sheet'.
9.	-do-	Other two copies of the attendance sheet should be brought for record in Secret Cell & Gazetted Section.
10	-do-	Answer papers to be handed over to Evaluating Officer on the same day/next working day.
11	-do-	Unused Answer Books and `Extra Sheets' should be returned to CPO's Secret Cell for further use positively.

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