

POSTAL MANUAL VOLUME IV
APPENDIX No. 6

[Referred to in Note below rule 100]

Casual Leave

I. RULES FOR THE EMPLOYMENT OF PAID SUBSTITUTES IN CASUAL LEAVE VACANCIES OF POSTMEN, VILLAGE POSTMEN AND CLASS IV POSTAL OFFICIALS (GOVERNMENT OF INDIA, DEPARTMENT OF I. & L. LETTER NO. 20 P.T.E. DATED THE 28TH AUGUST, 1926, AS SUBSEQUENTLY MODIFIED IN GOVERNMENT OF INDIA, DEPARTMENT OF COMMUNICATION Corrigendum No. Es. B. 60-2/34, Dated the 30-3-38 and Deptt. Order No. 10-7/2001/PE-II dated 15.03.2004.

1. The employment of paid substitutes in casual leave vacancies will ordinarily be restricted to offices at which the number of postmen, village postmen and class IV staff together does not exceed 4.

2. Head of Circle/Regional Post Master General may at their discretion relax the condition in rule 1 in individual cases in which, owing to the absence of an abnormally large number of postmen and class IV postal officials, it is found impossible to distribute the work of those granted casual leave among the staff present for duty.

3. Paid substitutes may only be employed in the place of absentees granted casual leave on account of illness or urgent private affairs. The head of the office should make such enquiries as may be necessary to satisfy himself regarding the necessity for the absence.

4. The amount to be paid to a substitute employed under these rules must not exceed the minimum pay of the time scale in force at the office concerned for the class to which the absentee belong. Payment must be made direct to the substitute, whose receipt should be obtained.

"Note:- The term "minimum pay" referred to above includes dearness and all other allowances".

5. All claims for payments to substitutes under these rules should be submitted for approval before payment, to the Divisional Superintendent or first Class Postmaster concerned, accompanied by the leave applications and any other documents necessary to establish the validity of the claims. The head of the office must certify on the claims that the employment of the casual leave in accordance with rule 3.

6. When granting casual leave to a postman or class IV official in circumstances necessitating the employment of a substitute, the Head of the office will make the applicant aware of his liability for the pay of the substitute in the event of the claim being subsequently found to be inadmissible.

7. The employment of paid substitute under these rules in respect of any particular postman or class IV postal official will be limited ordinarily to 8 days in any one calendar year.

8. A substitute to be employed under these rules will ordinarily be produced by the applicant for acceptance by the head of the office, but in special cases, when the leave applicant is unable to produce a suitable substitute the head of the office may select a substitute. In either case, both the leave applicant who provides his own substitute and the head of the office will be held personally responsible for the good behavior of the substitute and liable for any losses that may arise from his employment.

9. Substitute may be engaged if in the office no surplus Postman and Leave Reserve are available and same substitute should not be engaged for more than 45 days in a year.

10. The following may be observed while making arrangement :

- (i) The work of such absentee Group 'D'/postman staff may be managed by redistribution of work among the available Group 'D'/ postman staff in the same office in accordance with Directorate letter No. 10-7/2001-PE.II dated 15.3.2004.
- (ii) No substitute should be engaged against the vacant post of Group 'D'/ postman in departmental post offices having a combined staff strength exceeding 4 Group 'D'/postmen. However, Heads of Circles/ Regions may at their discretion relax this condition in individual cases if it is not found possible to redistribute the work among the available staff and if they feel that there is a genuine difficulty in managing the work without making substitute arrangement where the staff available is limited and the work in that particular office cannot be managed without a substitute arrangement.

II. RULES FOR THE EMPLOYMENT OF PAID SUBSTITUTES IN CASUAL LEAVE VACANCIES OF MAILGUARDS, VAN PEONS, MAILMAN AND OTHER CLASS IV OFFICIALS IN THE R.M.S. (GOVERNMENT OF INDIA, DEPARTMENT OF I.& L., LETTER No. ES -B/APC-66/28 dt. 11.01.30).

(The rules are the same as those in the case of postmen, village postmen and class IV postal officials given in Section I above, except that in this case).

- (1) the head of the office is the Inspector of Post, Head Record, or Sub-record officer in the Selection Grade. As the case may be, in charge of the office.
- (2) The powers of Divisional Superintendents and/or First Class Postmasters under rules 5 and 7 will be exercised by the Superintendent of R.M.S.).

Note:-- For the purpose of rule(1), each set of a section or mail office will be treated as a separate unit. The employment of paid substitutes should be resorted to only when no leave reserve hand is available in the Record Office to which the set, section or mail office is attached and a certificate to this effect may be given by the appointing authority.

APPENDIX NO. 37

Rules Relating to Departmental Examinations

PART - I - General

1. Introductory - The general rules and instructions governing the conduct of departmental examinations are contained in this Appendix. The Rules relating particularly to individual examinations will be found in the relevant Chapters dealing with the particular cadres concerned.

2. Notice of examinations - Except in cases where a departmental examination is prescribed to be held in a particular month under the rules, advance notice of a minimum period of three months should ordinarily be given for every departmental examination.

2. Note below Rule 2 of Appendix 37 of P & T Manual Volume-IV may be read as under:-

"The advance notice of a minimum period of 40 days should ordinarily be given for every departmental examination."

3. Examination not to be held on holidays - Departmental examination should not be held on Sundays or holidays as far as possible.

NOTE - This rule is applicable only to those examinations in which the candidates are exclusively or mostly, departmental employees. It is not applicable to those examinations which are open only to outside candidates or in which such candidates are in a majority.

4. Filling up of applications - All applications in connection with departmental examinations should be filled in carefully; and full and correct particulars should be furnished. If any candidate is found to have made a false or incorrect statement or to have suppressed material information, he will be considered as having used unfair means in the examination concerned and treated accordingly.

5. Submission of applications - All applications in connection with departmental examinations (including those for permission to appear at an examination, or for communication or re-totalling of marks) must invariably be submitted through the proper channel.

6. Withdrawal of candidature - (a) Permission to a candidate to withdraw his candidature from an examination may be granted by the same authority who had granted him the permission to appear at that examination, or by such other authority as may have been specially authorized in this behalf. The decision of such authority will be final.

(b) Withdrawal of candidature should not ordinarily be allowed unless the circumstances of the case fully justify the concession. After the assignment of roll numbers, a candidate should be allowed to withdraw his candidature only if he could not avail of the chance owing to circumstances beyond his control, and if the Head of the Circle (or any other competent authority, as the case may be) is fully satisfied about the genuineness of the case.

(c) No candidate should be allowed to withdraw his candidature after the examination except under very rare circumstances. Even when a candidate has been on medical leave during the days of the examination, the request for withdrawal must be

submitted within 10 days from the date of his return to duty. No such request submitted later should ordinarily be entertained.

6-A. Issue of Hall Permits - Hall permits to the candidates should be issued only by the Head of the Circle or Administrative Office concerned to which the candidates actually belong. In the case of a candidate appearing at a Centre outside his jurisdiction, the Head of the parent Circle/Administrative Office should forward a copy of the hall permit to the Head of the Circle or Administrative Office, under whose control the examination is being conducted at the centre concerned, and the latter should forward it to the respective Supervising Officer, so that he may compare it, if necessary with the original permit produced by the candidate.

If, in a case of urgency, it is felt that it would be difficult to have the hall permit delivered to the candidate before the commencement of the examination, the Head of the parent Circle, District, etc., may authorize, by telegram, the Head of the Circle/Administrative Office concerned to issue the hall permit to the candidate.

7. Basis of Rules and orders for questions and answers - In cases, where the questions in a Question paper require the application of any Rules or orders, such Rules or orders should be taken into account as they stand three months before the date of announcement of the particular examination concerned. Amendments issued on a subsequent date should not ordinarily be taken into account, either for setting the questions or for writing answers thereto.

NOTE - All amendments issued not less than three months before the date of announcement of an examination and notified in the Director General's Circulars are to be taken into account and not only those for which 'correction slips' have been issued in printed form.

8. Indication of language on Question papers - In addition to the usual particulars and such specific directions to the candidates as may be deemed necessary, an indication should invariably be given on the top of a question paper regarding the language in which the answers are to be written by the candidates. If in any case, such an indication is inadvertently omitted, the candidates should write their answers in the same language in which the question paper has been set-except of course, where a question itself mentions the language in which the answer is required, e.g., a question on translation.

9. Candidates to bring their own pens, pencils, etc. - Candidates should bring their own pens, pencils, drawing instruments, and reference books (in cases where a paper is to be answered with the aid of books). The Department undertakes no responsibility to supply them with books in the examination hall.

Note - In this connection, attention of the candidates is also invited to Rule 1 under Part II.

10. Supply of ink and blotting paper - Arrangements for the supply of ink and blotting paper to the candidates should be made by the Head of the Circle/District concerned.

11. Supply of answer books - All answer books supplied to the candidates should have a cover of a standard design, as shown in Annexure I. The name of the examination in its abbreviated form should be fixed by means of a rubber stamp. If for some reasons this is not possible, the name should be inserted by pasting a cyclostyled script, only as a last resort the name should be written in manuscript.

12. Tabulation of results - The results of departmental examinations should be tabulated by or under the personal supervision of a responsible official, who will be personally responsible for their safe custody and the maintenance of strict secrecy with regard to them. Such tabulated marks should invariably be checked, in their entirety, by an officer other than the one by whom they have been entered; and no mistake or ambiguity however slight, should be allowed to creep therein.

Note - The marks lists and results sheets should be treated as Secret even after the announcement of results (cf. Rules 13).

13. Communication of marks - (a) After the results of an examination have been announced, the mark obtained in each paper by a candidate may be communicated to him and to him alone, on application and on payment of a fee of Re. 1 per examination per candidate. The marks of any other candidates should not be supplied. Application in this behalf should be submitted through the Superior Officer under whose immediate supervision the candidate works to the P&T S. S. Board/other authorities conducting the examination in the prescribed form (as shown in Annexure II). Accordingly the marks of the examination will be communicated by the P&T S. S. Board (New Departmental Examination Section)/other authorities conducting the examination direct to that Superior Officer who will communicate the marks to the candidate concerned.

(b) The amount of Re. 1 should be deposited in a Post Office and the receipt therefor enclosed along with the application. This fee will not be accepted in any other form, e.g., Cash, Postage Stamps, Money Order, Indian Postal Orders, etc. The amount should be credited to the relevant sub-division of Abstract BI-Joint. Receipts-Fees and other Receipts.

(c) This rule will apply to all departmental examinations held by the Directorate or by the Circle and Administrative Offices. No fee will, however, be charged in respect of examinations held by the Divisional authorities.

(d) It is absolutely necessary that the mark lists (and tabulated result-sheets) should be treated as Confidential and handled by responsible officials only.

14. Retotalling and Verification of marks - (a) If a candidate desires the retotalling of his marks and verification of the fact that all answers written by him have

been duly assessed by the examiner, he should submit an application in the prescribed form (as shown in Annexure III) and pay the prescribed fees. The fees for this purpose is Rs. 5 per paper.

(b) The procedure for payment and accounting of such fees will be the same as laid down in Rule 13 (b).

(c) Such applications must be submitted within six months from the date of announcement of the respective results. Any applications submitted thereafter should not be entertained.

(d) The retotalling and verification of marks should be carried out by an officer other than the one who had originally valued the answer scripts concerned. No remuneration will be payable for this work.

(e) The fee paid for retotalling of marks will not be refundable in any circumstances.

NOTE - 1. It must be clearly understood that the only scrutiny intended in this Rule is as shown in clause (a) viz., whether all the answers written by a candidate (provided that they are not in excess of the number required to be attempted) have been assessed, and that there is no mistake in the totalling of the marks.

NOTE - 2. In cases where the results of departmental Director-General's Circular, the period of six months referred to a sub-rule (c) will be counted from the date of such a Circular.

15. Revaluation of answer books - Revaluation of answer scripts is not permissible in any case or under any circumstances.

16. Exemption - (a) In the rules for certain departmental examinations, there is a provision that if a candidate secures a specified percentage of marks in any subject, he will not be required to appear in that subject in a subsequent examination. It should be noted that such exemption can be availed of only in the two subsequent examinations, provided that the candidate is otherwise eligible to appear in those examinations, under the relevant rules.

(b) A candidate who, after being exempted, does not take the next one or both the examinations, will be deemed to have availed of the chance or chances for this purpose. In other words, if after getting the exemption in any subject in the first chance, a candidate does not sit in the next two subsequent examinations, but avails of his second chance at the third subsequent examination, he will have to appear in all papers.

(c) The exemption from appearing in any subject granted in a particular examination would be valid for that particular examination only in which the exemption is granted, and not for any other examination. For example, an exemption secured in any

subject of the P&T Accountants Service Examination will not apply to the Post Office and R.M.S. Accountants Examination or for any other departmental examination.

17. Preservation of result sheets and answer books - (a) Tabulated result sheets or mark sheet registers of departmental examinations should be preserved for a period of ten years from the date of announcement of the respective results.

(b) Answer books in respect of all departmental examinations should be preserved for a period of twelve months from the date of announcement of the respective results.

18. Treatment of candidates using unfair means - (a) If a departmental candidate is found guilty of impersonation, or of submitting fabricated documents or documents which have been tampered with, or of making statements which are incorrect or false, or of suppressing material information, or of using or attempting to use unfair means in the examination hall or otherwise resorting to any other irregular or improper means for obtaining admission to an examination, the Supervising Officer should submit a report to the authority competent to impose the major penalties on the candidate.

(b) (i) If a departmental candidate is found to be copying from the answer papers of a neighbouring candidate or from any written paper or document brought by him, or in any other way obtaining help or giving help to other candidates by irregular means, or is found to be in possession of a book which is not authorized to be used or of any written paper or document, he should be immediately expelled from the Examination Hall.

(ii) Immediately after the examination in the particular paper is concluded, the Supervising Officer should record the statements of the candidate concerned and of other witnesses and of the invigilator or supervising officer who found the candidate copying or using other unfair means. He should also collect such other evidence as may be relevant to the consideration of the case.

(iii) The Supervising Officer will then forward his report with the statements and other evidence referred to at (ii) above to the authority competent to impose the major penalties on the candidate.

(c) On receipt of the report mentioned in (a) or (b) or from the examiner (vide rule 14 under Part IV) the disciplinary authority competent to impose major penalties on the candidate shall consider the matter and institute and finalize the disciplinary proceedings as expeditiously as possible.

(d) In all cases covered by (a) and (b) above, the Supervising Officer should submit a skeleton report showing the facts of the case to the Head of the Circle in which the candidate is working. The Head of the Circle will keep a watch over the progress of the departmental proceedings to ensure that no avoidable delay occurs in finalizing the proceedings.

(e) In respect of examination conducted centrally by the Directorate, the Supervising Officer should also send to the Director-General a copy of his report submitted to the Head of the Circle.

(f) After the conclusion of the disciplinary proceedings, the disciplinary authority should forward a complete record of the case i.e., the report of the Supervisory Officer, the statement of the candidate and of the witnesses, the charge sheet, defence, record of the oral enquiry, if any and the punishment order to the Head of the Circle/Admn. Office concerned who will decide the question of debarring such candidates from appearing in departmental examinations in respect of the officials for whom the appointing authority is the Head of the Circle/Administrative office or the subordinate authorities.

Pending decision of the Head of the Circle/Administrative Office, the official should not be allowed to appear in any subsequent examination conducted by the department.

The powers delegated above will be exercised personally only by officers declared as Heads of Departments under SR. 2(10).

(g) If the candidate concerned is an outside i.e. he is not already an employee of the Department, the report and other documents, if any, under (a) and (b) above should be forwarded to the Director-General, who will consider the action to be taken against the candidate and pass such orders as he considers necessary.

PART II - INSTRUCTIONS FOR CANDIDATES

1. Bringing of books etc. to the Examination Hall - candidates should bring their own pens, pencils, etc. (as laid down in Rule 9 under Part I) into the Examination Hall. Any other books, note books etc., brought by them should be left outside the Examination Hall.

2. Reference books should not have notes - In the reference books used by the candidates in the Examination Hall (where the use of books is allowed), there should be no notes or other irrelevant matter. Notes of the nature of cross-references, glossary, or index of references to orders of the Government of India may be allowed, but notes of the nature of solutions to questions will not be allowed in any case.

NOTE - "The candidates will be permitted to bring to the examination hall either Chaudri's Compilation of the Civil Service Regulations or Swamy's Pension Compilaion of the Civil Service Regulations and Liberalized Pension Rules, at their option, in addition to the official publication on C. S. Rs., as a book of reference in the examination hall in respect of all P&T examinations in which the Civil Service Regulations and Liberalized Pension Rules have been included in the syllabus and the questions are allowed to be answered with the aid of books. The candidates will provide themselves

with a copy of the above compilation at their own cost and they may use it at their own risk regarding the accuracy, completeness or upto-dateness of the publication."

3. What to write on answer books - (a) The candidates should -
 - (i) write only their respective Roll Numbers and the Circle index letter, as allotted by the Head of the Circle or Office, on the top of the title page of their answer books on each subject, they should NOT write their names anywhere on or in their answer books. They will be penalized for writing the name.
 - (ii) write the subject of the Examination and other particular on the top of the title page of their answer books;
 - (iii) write on both sides of the paper, leaving a quarter margin. The margin should be on the left hand on the front side and on the right hand on the back side;
 - (iv) NOT write any irrelevant matter or anything else except the actual answers in their answer books; and
 - (v) NOT write anything on the question paper or on the sheet of blotting paper supplied to them.

(b) A second (third etc.,) answer book will not be supplied so long as any blank page remains unused at the end of the first (second etc.) answer book.

(c) Candidates may use, for rough notes or calculations, the inner side of the cover and, if necessary, a page or pages of the answer books. The rough notes should be crossed through afterwards.

(d) They will not use pencil in writing their answers, Pencil may, however, be used for mathematical drawings, rough work etc.

(e) They will not take any article or any book with them to their table which they are not authorized to take with them.

4. Directions on Question papers - The candidates should read the directions on question papers and should fully observe them.

5. No leaves to be torn - Candidates should NOT tear off any leaves from the answer books.

6. Indication of number of answer books used - If a candidate uses more than one answer book, he should state, on his first answer book, the total number of books he has used and fasten all the answer books securely together. In the supplementary answer script given to a candidate (after he has used up the main answer book) the candidate will write the number of the supplementary scripts used by him.

7. Instructions on answer book - The candidates should carefully read and follow the instructions on the cover of the answer book.

8. Signal of time limits - A signal will be given at the beginning of the examination in each paper. A signal will also be given fifteen minutes before closing time and again at the closing time, when the candidates must stop writing or revising their answers.

9. Handing over of answer books to Supervising Officers - Every candidate should hand over his answer books personally to the Supervising Officer or one of the Invigilators on duty, if he leaves before the expiry of the time for the paper.

10. Candidates who stay till the end - If a candidate stays till the end, he must remain at his seat until his answer books have been collected by the Supervising Officer/Invigilator.

11. Excess answers - If a candidate answers more questions than the number required to be attempted, only those attempted first (up to the prescribed number) will be taken into account for valuation, and the remaining answers will be ignored.

12. Candidates using unfair means - If a candidate is found to be using or attempting to use unfair means in the examination hall, he will be treated in accordance with Rule 18 under Pt. I.

13. Instructions of the Supervising Officer - Every candidate must obey all instructions and directions given by the Supervising Officer/Invigilator in the examination hall. If a candidate fails to do so or indulges in disorderly or improper conduct, he will render himself liable to expulsion from the examination, and in addition to such disciplinary action as may be deemed necessary.

NOTE - "The candidates will be permitted to bring to the examination hall either Chaudri's Compilation of Civil Service Regulations or Swamy's Pension Compilation of the Civil Service Regulations and Liberalized Pension Rules, at their option, in addition to the official publication on C. S. Rs. as a book of reference in the examination hall in respect of all P&T examinations in which the Civil Service Regulations and Liberalized Pension Rules have been included in the syllabus and the questions are allowed to be answered with the aid of books. The candidates will provide themselves with a copy of the above compilation at their own cost and they may use it at their own risk regarding the accuracy, completeness or up-to-dateness of the publication."

14. Silence to be observed - Silence must be observed in the Examination Hall.

15. Smoking prohibited - Smoking in the examination hall is strictly prohibited.

PART III - INSTRUCTIONS FOR SUPERVISING OFFICERS

1. Confidential Instructions etc. - The Supervising Officers should make themselves well acquainted with these instructions and also with any other Confidential

instructions sent to them in connection with individual examinations, and they should strictly observe them. In particular, where an acknowledgement (by post or by telegram) of any papers or documents has been asked for, they should send such acknowledgement promptly.

2. Action in emergency - In an emergency, where it becomes essential to depart from any of the instructions, or any unforeseen situation has to be met on the spot, the Supervising Officer may act on his own discretion. He should, however, send a report forthwith to the Head of the Circle, and to the Directorate where necessary, showing the exact circumstances of the case and the action taken by him.

3. Should arrive early and complete preliminaries - It would be necessary for the supervising officer to finalize all the arrangements in connection with examination on the day previous to the examination. The Supervising Officer should arrive at least half an hour before the commencement of the paper, and make sure that all preliminary arrangements for the examination are complete and in order.

4 (a) The Supervising Officer should ensure that suitable persons are appointed as Invigilators. One Invigilator should be allowed for every 25 candidates actually taking the examination. The Supervising Officer must obtain a certificate from each Invigilator at the commencement of the examination that no relation or dependent of his is taking the examination on that day. If on the first day of the examination it is found that the number of Invigilators appointed is in excess of the prescribed number, steps should be taken to reduce the number of Invigilators as far as possible to the minimum as required under the rules. In case re-arrangement of seats becomes necessary, an announcement should also be made to the candidates that their seats will be rearranged and that they must come at least 10 minutes earlier on the following day to find the changed location of their seats. In that case fresh plans showing the revised seating arrangements should be put up prominently near the entrances to the examination hall. Placards giving instructions to candidates vide Annexure B (DO's & DONT's) and plans showing seating arrangements should be prominently displayed at the entrances to the examination hall.

4 (b) The Supervising Officer should satisfy himself before the commencement of the examination that the Invigilators are fully acquainted with the instructions meant for them.

4 (c) The Supervising Officer should make the following announcements to the candidates in the examination hall before the commencement of the examination :-

1. Candidates should make sure that they have no unauthorized books or papers with them.
2. Candidates should carefully read and follow the instructions on the cover of their answer book as also on the question paper.
3. Candidates will be penalized for writing their names anywhere in the answer books.

4. If more than one answer book or forms etc. have been used, the answer paper should be tied with a tag.
5. Candidates will be expelled from the examination hall for resorting to unfair means and they will also be subject to departmental proceedings.

4 (d) The Supervising Officer should note that the candidates must write in their own hand. In no circumstances will they be allowed the help of amanuensis to write the answers for them.

4 (e) The Supervision must be effective and active. It is not sufficient for them to be merely present in the examination hall. Their attention is drawn to the terms of the certificate mentioned in rule 26 which they are required to submit in their own handwriting. On the first day the Supervising Officer will arrive at least 45 minutes before the commencement of the first paper. He will also take all precautionary measures usually associated with the examination, and should in particular ensure that there is no communication of any kind between the candidates during the actual examination. He will satisfy himself that no relation of his is appearing in the examination from that centre.

4 (f) He will ensure that if there are lady candidates in the examination hall they are seated together. If possible, a lady Invigilator from amongst the total number of Invigilators may be posted to look after them. He will tell every Invigilator before the announcement of examination that he would neither read nor engage himself in any person work in the examination hall.

4 (g) He will ensure that the seats are comfortable and the drinking water is available, Fans, if required and lighting should be adequate. Benches may be provided for keeping the books of the candidates outside the examination hall and if considered necessary a class IV official may be detailed to look after these things for the duration of the examination.

5. Some duties of the Invigilator - The Invigilator will arrive at least 45 minutes before the commencement of the first paper on the first day and half an hour before the commencement of other papers and make sure of the room to which he has been posted, the names of the other Invigilators who will share duties with him and the number of candidates in that room. One Invigilator should be appointed for every 25 candidates. In every room, however, there must be at least 2 Invigilators even if the number of candidates is less than 25. This arrangement would enable one Invigilator to remain on duty in the room if the other for some reasons has to go out.

One Invigilator from each room should obtain from the Supervising Officer before the commencement of the examination a sufficient number of answer books with and without covers after giving an acquaintance where prescribed and other special requirements such as forms etc. and these items should remain in the personal custody of the Invigilator concerned. He should render an account of these to the Supervising Officer.

The candidates should be admitted into the examination hall 15 minutes before the scheduled time on the first day and should be asked to take their seats as soon as they enter. One Invigilator from each room should report to the Supervising Officer at least 7 minutes before the examination for collecting question papers and he should be back to his room 2 minutes before the commencement of the examination. He should render an account of spare copies of the question paper. No Invigilator should read either the question paper or the script of the candidate in the examination hall.

6. Should be present throughout - The Supervising Officer and the Invigilators should be present in the examination hall throughout the period allotted to each paper.

7. Allotment of seats - Candidates should not be allowed to select their own seats. The Supervising Officer should allot seats to the candidates.

8. (a) Safe custody, etc., of Question Papers and answer books - The Supervising Officer will be personally responsible for the safe and secure custody of the question papers and answer books. The packets containing the question papers should be opened in the presence of the candidates five minutes before the time fixed for the commencement of the examination in the subject concerned. Each time the sealed, packet of question paper is taken out for distribution to the candidates, it has to be ensured that it pertains to the correct paper and on opening also this may be checked up before actual distribution. This would obviate the chances of distribution of wrong question papers. The Supervising Officer should ensure that no question paper or answer book is allowed to fall into unauthorized hands. He should also render a proper account of spare copies of the question papers and the unusual answer books.

8 (b) A proper account of answer books used in the examination is to be kept. An account has to be kept both for the answer books with covers containing 16 or 8 or 4 pages and answer books without covers i.e. supplementary answer books in the form prescribed in Annexure IV and V. If the examination centre consists of more than one hall, the Supervising Officer will keep a proper note of the answer books given to the Invigilators of the other rooms after taking an acquittance. The extra rooms should be numbered. The form in Annexure IV for the answer books with covers i.e. main answer book should be submitted to the Supervising Officer soon after the expiry of the first half an hour and that for the answer books without covers i.e. supplementary answer books, immediately after the end of the paper.

8 (c) For the question papers similarly the number of question papers not used should be returned to the Supervising Officer after expiry of half an hour from the commencement of the examination who should take stock of the question papers and keep the unused papers in safe custody.

9. Supply of ink, blotting paper etc. - The Supervising Officer will be responsible for a proper supply of ink and blotting paper to the candidates.

10. Supply of answer books - Answer books with cover are to be distributed to those candidates only who are seated in the Examination room. No answer book should be left on a table which has not been occupied by a candidate.

11. Answer books to be initialled - The Supervising Officer should initial on the cover of each answer book supplied to candidates for writing answers on to guard against substitution of answer papers, and should see that the answer papers handed to him by the candidates at the close of the examination in each paper bear his (Officer's) initials.

12. Books, note-books, etc., to be kept outside - The Supervising Officer should ensure that the candidates bring into the Examination hall only the documents and reference books (where permitted) actually required in connection with the paper concerned. All other books, note-books, etc., brought by them should be left outside the examination hall. If for any reasons arrangements for keeping books, note-books etc. outside the examination hall is not possible, it must be ensured that the candidates keep their books, note-books etc. below or very close to the table of the Supervising/Invigilating Officer and that there is no possibility whatsoever of their getting access to those books, notes etc. In no circumstances shall the candidate be allowed to keep any books or notes on their tables which they are not authorized to keep when the examination commences.

13. Reference books should not have notes - The Supervising Officer should carefully examine the reference books used by the candidates in the examination room (in cases where the paper is to be answered with the aid of books), and ensure that they do not have any notes or other irrelevant matter. Notes of the nature of the cross-references, glossary or index of references to orders of the Government of India may be permitted but notes of the nature of solutions to questions should not be allowed in any case.

* NOTE - In respect of the use of Chaudhri's Compilation of Civil Service Regulations or Swamy's pension compilation of the Civil Service Regulation and Liberalized Pension Rules please refer to note below para 2 of part II as substituted by correction slip No. 45, dated 1st January, 1962.

14. Candidates arriving late - (a) Candidates arriving late up to half an hour may be allowed to sit for the examination. Candidates coming late should not, however, be allowed any extra time after the expiry of the hour prescribed for the close of the examination in the paper concerned.

(b) No candidate should be allowed to leave the examination hall until half an hour has elapsed from the time the examination commenced.

(c) Soon after the commencement of the examination the Invigilators will obtain the signatures of the candidates on the attendance sheet in the form shown in Annexure VI. Care should be taken to include the name of any candidate who enters the hall within the half an hour limit.

15. Hall permits, etc. to be examined - (a) The Supervising Officer should scrutinize the Hall permits etc., of the candidates (which are issued by the Head of the Circle concerned), and satisfy himself that all the candidates present have been regularly admitted.

(b) The candidates will sign on the hall permit in the presence of the Invigilator for each paper in which they appear and the Invigilator will tally the signature each time with the attested copy of the candidate's signature. Proper columns should be provided by the issuing authorities on the hall permit for the date, Session, paper number and the candidates' signature. The hall permits will be collected by the Invigilator during the course of the last paper.

16 (a) Supplementary answer books or answer books without cover should be supplied to a candidate only when the Supervising Officer/Invigilator is satisfied that the candidate has exhausted the previous answer book. No loose sheets should be supplied.

(b) Two or more answer books submitted by a candidate on the same subject should be securely tagged together after they have been page-marked serially. The candidates should be instructed accordingly.

17. The Supervising Officer and the Invigilators should ensure that the candidates strictly observe the instructions on the cover of their books and they write the roll number, Circle Index No., the subject of the examination and other particulars on the top of the title page of their answer books and that they write on both sides of the paper leaving a quarter margin. Before accepting the answer book he should see that the candidate has entered his correct roll number on the answer book and that he has not written his name on the cover of the answer book. No script in which the candidate has not written his roll number and the Circle Index No. should be accepted.

18. Candidates to have no communication and those going out to be accompanied - (a) The Supervising Officer should see that there is no communication of any sort either among the candidates, or between the candidates and any outsider, in the examination hall.

(b) When a candidate desires to go out of the examination hall, one of the invigilators should invariably accompany him. He must never be allowed to go out alone.

19. Candidates not to leave during last 10 minutes - All doors should be closed ten minutes before the closing hour. Candidates should not be allowed to leave their seats until all the answer books in that room have been collected.

20. Questions from candidates - (a) If a candidate asks a question as to any misprint or ambiguity in a question paper, he should be told to make a representation through proper channel if he so desires.

(b) The Supervising Officer should himself submit an independent report giving the candidate's Roll number and the nature of complaint.

21. Signal of time-limits - (a) The Supervising Officer should give a signal at the beginning of the examination in each paper. A signal should also be given fifteen minutes before the closing time and again at the closing time, warning the candidates to stop writing or revising their answers.

(b) The Supervising Officer should see that no candidate writes or revises his answers after the expiry of the time. If any candidate disregards this instruction and exceeds the time-limit, a report should be sent to the proper authority.

22. Names of Examiners to be kept strictly confidential - The names of the Examiners, where known to the Supervising Officer, should be kept strictly confidential, and should not be made known to any one else.

23. Candidates using unfair means - If any candidate is found to be using any unfair means in the examination hall, action should be taken as laid down in Rule 18 under Part I above, and in accordance with such other instructions as may be issued to him in this behalf.

24. Despatch of answer books - (a) On the conclusion of the examination in each paper, the answer scripts handed in by the candidates, together with a list (in the form shown in Annexure VII) giving the Roll numbers only (NOT the names) of the candidates who appeared at the examination, should be despatched at once by insured post by the Supervising Officer personally, in strong packing, carefully sealed, and addressed by name to the Examiner in that paper. Depending upon the number of the answer books to be sent, the answer books should be packed in cloth-lined envelopes or in cloth, or they should be packed in strong paper and then put in drill or canvas bags. They should always be sent by insured post, being insured for Rs. 100/- only irrespective of the number of answer books.

They should invariably be despatched on the day of the examination itself, by making special arrangements with the local Postmasters, if necessary.

(b) For preparing the list of candidates referred to in Sub-rule (a) above, paper of a superior quality should be used. Absorbent paper should not be used as the entries of marks in ink (to be made by the examiner) would not be legible thereon. In the list, sufficient space should be left under each column for entering marks by the examiners (both in figures and in words). The Roll numbers in this list should not be entered in single space typing, as that makes it difficult for the examiner to enter the marks against each Roll number.

(c) The list referred to in (a) above should be signed by the Supervising Officer. Roll numbers should be arranged in the list serially, and the subject (or paper number) and the name of the Centre should be shown at the head of the list. The answer scripts

should also be arranged serially. The Roll numbers (and answer scripts) of the candidates, if any, of a different Circle should be prominently shown in a separate group. The total number of answer books should also be entered in the list.

(d) A strictly confidential seal should be used in closing the covers and a specimen of it should be given on the list referred to above.

25. Statement of candidates - (a) On the conclusion of the examination in the last paper, the Supervising Officer should send by registered post and to the Head of the Circle (or Head of the Telephone District, as the case may be), a statement showing the Roll numbers with Circle index letters and the names of the candidates who actually appeared at the examination and the subject or subjects in which they appeared in the form shown in Annexure VIII. Care should be taken that no mistake occurs in the names of the candidates. This statement should not be forwarded to the examiners.

(b) In the case of the examination held centrally, the head of the Circle/Administrative Office should then forward to the Director-General, a consolidated statement showing the Roll Numbers and names of candidates who

actually appeared from his Circle/Organization and the subject or subjects in which they appeared. In the case of competitive examinations, the candidates belonging to Scheduled Castes and Scheduled Tribes should be specifically shown as such. Special care should be taken to ensure that there is no mistake in these particulars.

(c) If, in any case, no candidate appears in the examination at a particular centre, a report to this effect should be sent in place of the statement referred to above.

25-A. Diagram of seating arrangement - Along with the statement referred to in Rule 25, the Supervising Officer should also furnish, to the respective Head of the Circle/Administrative Office, a diagram of the seating arrangements made for the examination. The approximate dimensions of each room in which the examination was conducted should also be shown on the diagram. Such diagrams should be kept in the Circle Office etc. for record and reference when required.

26. Supervision Certificate - (a) On the conclusion of the examination in the last paper, the Supervising Officer should also send by registered post, to the Directorate or to the Head of the Circle/District as the case may be, a certificate in the following form.

"I certify that I personally opened the covers containing the question papers five minutes before the commencement of the examination in each subject of the _____ Examination held at _____ Centre on the _____, 200__ .

That I supervised the examination actively; that the instructions laid down for the Supervising Officers were duly observed; that the candidates examined were not given or allowed to find any assistance in answering the question papers; that they were not permitted to select their own seats or to communicate with one another (nor with any outsider) during the examination that they were not allowed the use of any books of reference except those authorized for answering paper(s) _____; that the answer books were collected immediately on the expiry of the scheduled time for each subject, were scrutinized personally by me to see that they were in order according to the prescribed instructions, were at once packed and sealed with a strictly confidential seal, and were in my personal custody until they were despatched to the examiner concerned by insured post, on the day of the examination itself.

(b) I also certify that no relation either of mine or of any of the Invigilators took the examination at this centre and that a proper account of unused answer books was maintained.

Station _____

Date _____

Signature of Officer conducting the
examination with name in block
letters (in brackets)

Designation _____

PART IV - INSTRUCTIONS FOR EXAMINERS

1. Strict secrecy and security of scripts to be maintained - The examiners should maintain strict secrecy in respect of the question paper, answer scripts, marks awarded and all other matters connected with the examination. They are also responsible for the security of the answer books so long as they are in their custody.

2. Valuation to be completed in time - The examiners should ensure that the valuation of answer scripts allotted to them is completed within the time allowed therefor - which is usually a month to six weeks.

3. Appointment of sub-examiners - Where more than one examiner is appointed for the same paper, it is necessary to ensure, as far as possible, uniformity in the standard of valuation.

4. Care to be taken in valuation - Utmost care should be exercised in the marking of answer books, so as to ensure that no answer or option thereof remains unassessed, and that the totals of the marks awarded are correct. The necessity for this

cannot be over-emphasized, as any mistake or omission detected later - particularly after the announcement of the results - reflects seriously on the efficiency of the administration, besides undermining the sanctity and reliability of the examination results; in some cases, it may also give rise to an unfounded suspicion. The examiners should, therefore, ensure meticulously that no such occasion is allowed to arise.

5. Entries in mark lists to be checked carefully - The entries of marks in the mark lists should be carefully checked with the totals shown on the respective answer books. This is also very important. Each page of the mark lists should be signed and dated by the examiner.

6. Totals to have no fractions - The total of marks awarded to an answer script on any subject should not have any fraction. If the total amounts to a fractional figure, it should be rounded off to the nearest or next higher whole number, as the case may be.

7. (a) Division of marks - The maximum marks for each question are usually indicated in the question paper. It sometimes happens that all the questions carry equal marks, but the total number of marks is not exactly divisible by the number of questions to be answered. In such cases, the balance of marks should be awarded, at the discretion of the examiner, for such qualities as neatness, clearness, conciseness and originality. The extra marks, if any, thus awarded should be added at the end to the total on the answer scripts.

(b) No marks will be set apart for handwriting in the question papers of the departmental examinations unless the recruitment rules provide for the same.

8. (a) The examiner should insert marks awarded to each answer in the margin of the script at the end of the answer. In the case of questions with parts, the final marks given to a question may also be similarly inserted, except that since the final marks will be the total of the different parts of the question, the final marks may in addition be circled. Marks awarded to portions of an answer should be crossed out lightly.

(b) If any answer deserves 'Zero' then it may be so marked instead of leaving it blank as otherwise it may lead to an inference being drawn that it has been overlooked in valuation.

(c) The examiner must ensure that all the answers are valued and for every question marks entered inside the answer book. Thereafter he must enter all the marks in the cage of the title page below the question answered, and then exclude, where necessary marks secured in the excess number of answers attempted by the candidates keeping in view the revised instructions referred to in Rule 10. In the case the excess marks should be circled and the word "EXCESS" should be written below the question with an indicative arrow.

(d) Instead of putting a cross-mark or a dash or a '0' examiner should put 'Zero' in words in the relevant column of the title page. All 'Zeros' must be entered in the cage.

(e) The examiner should initial each answer book after he has valued it at the space provided for the purpose on the cover in the right hand corner.

(f) The total of marks awarded to an answer script on any subject should not have any fraction. If the total amounts to a fractional figure it should be rounded off to the nearest or next higher integer, as the case may be. There is no objection in granting marks with fractions to individual question or parts of a question.

(g) Questions not attempted by the candidates need not be shown by the examiner by placing a 'x' in the cage of the title page. The relevant column should be left blank. However, when a compulsory question is left out by a candidate the words 'NA' should be inserted in the relevant column.

(h) The corrections must always be initialled. It would always be desirable to score out over-writings and re-write the number separately with initials.

(i) Cases where the examiner feels that a candidate has used unfair means should be reported to the Heads of Circles/Administrative Offices or the P&T Services Selection Board (now Departmental Examination Section), as the case may be, confidentially.

(j) While valuing answer books, colour pencils should be used instead of black lead pencils.

(k) Where a question consists of more than one part, each part should be valued and marked separately and the total of all the part put in the page at the proper place.

9. Rules etc. to be taken as they are three months before the date of announcement - (a) As stated in Rule 7 under Part I, the Rules and orders in connection with questions and answers thereto should be taken as they stand three months before the date of announcement of the examination concerned; and amendments issued on a subsequent date should not ordinarily be taken into account.

(b) If however, any candidate gives an answer on the basis of such subsequent amendments or decisions, he should not be placed at a disadvantage on that account.

10. Excess answers - When only a limited number of questions or parts of a question have to be answered but a candidate answers more than the required number, the examiner should value all the questions or parts of the question so answered. He should, however, take into account for arriving at the total of the marks awarded to the candidate only these questions or parts of any questions in which the candidate has secured the highest marks, upto the prescribed number required to be answered. This benefit, however, will not apply in respect of any compulsory question or questions to be answered.

11. Despatch of marks lists - (a) The mark lists duly filled in and signed by the examiner, should be forwarded by him to the prescribed authority by insured letter post (insured for Rs. 100 only). These lists should be forwarded separate from the answer books.

(b) The examiner is at liberty to submit a report about the general characteristics of the scripts and the quality of the candidates, or to offer any general remarks on the examination which he may desire to make.

12. Despatch of answer books - While despatching the answer books to the prescribed authority, the examiner should observe the same instructions as laid down in this behalf for the Supervising Officers, vide Rule 24 under Part III .

13. Preservation of answer books - In cases where the answer books remain with the examiners, they should be preserved for a period of twelve months from the date of announcement of the respective results, vide Rule 17 (b) under Part I and then destroyed.

14. Candidates using unfair means - If, in the course of checking up and marking of papers, an examiner finds that a departmental candidate has resorted to copying from the answer papers of another candidate, or suspects that a candidate has secured undue help from any other unauthorized source, he should submit a report to the authority competent to impose major penalties on the candidate.

In cases where the identity of the candidates is not known to the Examiner his report should be submitted to the Head of the Circle/Administrative Office concerned. In respect of the examinations conducted by the Services Selection Board (Now Departmental Examination Section), the examiner should send his report first to the Assistant Director-General (DE), P&T Directorate.

15. Candidates communicating with the examiner - If any candidate or any person on behalf of a candidate communicates or attempts to communicate with the examiner, or otherwise tries to influence him in the award of marks, the examiner should report the fact to the Head of the Circle/Administrative Office concerned, to which the candidate belongs, for appropriate action.

ANNEXURE I
(Rule 11 of Part I)

Roll No.....

Circle

Subject

Centre

Total No. of books used

(Name of Examination)

Instructions

Candidates will be penalized for failure to comply with the following instructions.

DON'T's

DO's

1. Do not write your name or anything else except the actual answers to the questions anywhere inside your answer book.
2. Do not leave any pages unused except at the end of the answers.
3. Do not tear off any leaves from your answer book.
4. Do not leave behind your answer book on your table.
5. Do not answer a question twice.

1. Do write your Roll number and other particulars in the space provided above.
2. Do use both sides of the paper in the answer book leaving a quarter margin on the left hand on the front side and on the right hand on the back side. (You may use, for rough notes or calculations, the inner side of the cover and, if necessary a page or pages of the answer book. The rough notes should be crossed through afterwards.)
3. Do put the correct number of the question on the margin at the beginning of each answer.
4. Do draw a line at the end of each answer, and do start the next question on a new page.
5. If any right-hand page is accidentally left blank, do write on it "Please Turn Over".

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>6. Do not keep any book, article etc. with which you are not authorized to keep.</p> <p>7. Do not leave your seat without the permission of the supervisor.</p> <p>8. Do not write any irrelevant matter such an appeal to Examiner for marks.</p> <p>9. Do not write on the blotting paper or Hall permit or on the question paper.</p> <p>10. Do not write or revise your Answers after the expiry of the allowed time.</p> | <p>6. If you wish to cancel any work, do draw your pen through it or write "cancelled" across it; otherwise it may be valued.</p> <p>7. If you have used more than one answer book, do tie them together securely with a tag provided for the purpose, and do indicate on the cover of the first book, the total number of books used.</p> <p>8. Do hand over your answer book personally to an invigilator before leaving the examination hall.</p> <p>9. Do attach all loose sheets, such as maps, graphs, etc., inside the cover of your answer book.</p> <p>10. Do write in ink, Pencil may however be used for mathematical drawings, rough work etc.</p> <p>11. Do page mark the answer book Serially.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

NOTE - Any attempt on your part to copy from the answer paper of a neighbouring candidate or from any written paper of document brought by you, or in any other way to obtain help by irregular or illegal means in writing your answers will result in your immediate expulsion from the Examination Hall.

Table below to be filled up by the Examiner

Q. No.	1	2	3	5	6	7	8	9	10	11	12	13	14	15
Total														
Marks Obtained														
	Initial of the Examiner													

NOTE - When No. of questions exceeds 15, please draw a line in the middle of the table across it giving space for insertion of marks to additional question.

ANNEXURE II

(Rule 13 of Part I)

Application for communication of marks.

1. Name of examination
2. Name of candidate.
3. Designation.
4. Roll No.
5. Centre at which appeared.
6. Amount of fee deposited.
(Receipt No. dated..... from.....P.O.
attached.)

Station

Date

Signature of applicant.

No.

Dated the

Forwarded to the for necessary action.

Station

Date

(Signature)
Designation.

ANNEXURE III

(Rule 14 of Part I)

Application for retotalling and verification of marks.

1. Name of examination
2. Name of candidate.
3. Designation.
4. Roll No.
5. Centre at which appeared.
6. Paper(s) in which retotalling is desired.
7. Amount of fee deposited.

(Receipt No. dated..... from.....P.O.
attached.)

Station

Date

Signature of applicant.

No.

Dated the

Forwarded to the for necessary action.

Station

Date

(Signature)
Designation.

ANNEXURE IV

(Rule 8 (b) of Part III)

Name of the Examination

Centre

Date

Session

Paper

Hall/Room No.

Account Sheet of Answer Papers with covers
(Main answer book) 16/8/4*

No. of answer books (with covers) at the beginning of session	No. of Candidates present	No. of answer books issued	Balance	Reasons for discrepancy if figures in column 2 & 3 do not tally
1	2	3	4	5

* Score out whichever are not applicable.

Initials of Invigilator

ANNEXURE V

(Rule 8 (b) of Part III)

Name of the Examination

Centre

Date

Session

Paper No.

Hall/Room No.

Account Sheet of Answer Papers without covers (Supplementary Answer book)

No. of answer books without covers at the beginning of session	Roll No. of candidates who used supplementary answer books and the No. supplied to each.	Total No. of such answer books issued.	Balance of supplementary answer books (1-3)	Reasons for discrepancy if any
1	2	3	4	5

Initials of Invigilator

ANNEXURE VI

(Rule 14 (c) of Part III)

Name of Examination

Centre

Date

Paper No.

Subject

Candidates' Attendance Sheet

Column 4 below will be signed up by the candidates at the beginning of each paper. Invigilators will fill it up if a candidate is absent.

Serial No.	Name of the Candidate	Roll No.	Signature of Candidates
1	2	3	4

ANNEXURE VII

(Rule 24 of Part III)

List of candidates appeared

Name of examination

Date

Hours from to (I.S.T.)

Subject

Circle

Centre

Total No. of candidates present

Total No. of answer books

Name and designation of the officer conducting
the examination

To be filled in by the
Supervisor of Centre

(Signature)

To be filled in by the Examiner

Roll No. with Circle Index letter (in serial order)*	Marks in figures	Marks in words	Remarks
---------------------------------------------------------	------------------	----------------	---------

* If a candidate has used more than one answer book, the total number of answer books used should be entered in brackets against his Roll No., e.g. DI-57(3)

ANNEXURE VIII

(Rule 25 (a) of Part III)

Statement of candidates who actually appeared.
(To be sent by the Supervising Officer)

Sl. No.	Circle	Index	Roll Nos.	Names of	Paper in which
	letter			candidates	they have appeared

ANNEXURE IX

(Rule 25 (b) of Part III)

Statement of candidates who took the examination
(To be sent by the Circles/Administrative Offices)

Sl. No.	Roll No.	Names of Candidates	Whether SC or ST	Subjects in which they appeared.	Remarks if any
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ANNEXURE X

(Rule 25 (b) of part III)

Statement of candidates claiming sports marks
(To be sent by Circles/Administrative offices)

Sl. No.	Roll No.	Name of candidate	Whether attested copies of certificates attached and their particulars	Recommendations
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ANNEXURE 'A'

(Rule 3 of Part III)

- (1) Previous day of the Examination
 - (i) Arrangements of seats be completed, halls to be thoroughly cleaned so as to be free of all scraps of paper.
 - (ii) Fixing of roll number cards to be completed.
 - (iii) Seating plans to be prepared for all sessions of the first day.
 - (iv) Seating plan and placards of instructions DO's and DON'T's to be displayed at a prominent place outside hall/room.
 - (v) Direction placards to be displayed at suitable places.
 - (vi) Room(s) to be provided with bath-rooms as near as possible (separate for gentlemen and ladies) - Improvised bath-rooms to be erected if there are bath-rooms on the premises.
 - (vii) Rooms to be adequately lighted so that there is no complaint on this score.
 - (viii) Supply of drinking water to candidates to be ensured. (Tables to be placed outside the hall for keeping water jugs and glasses).
 - (ix) Tables (outside the hall) to be placed for keeping books etc. brought by the candidates.
 - (x) Invigilators appointed for the conduct of the examination to be briefed in respect of their duties.
 - (xi) The supervising officer has to ensure that question papers have been safely kept as also his personal seal and that there is adequate stock both of the main answer books and the supplementary answer books.

The following articles are to be kept ready :-

- (1) Ink bottles
- (2) Ink pots (empty) for supplying ink to candidates, if require
- (3) Small blotting paper sheets (fresh sheets to be supplied for every session)
- (4) Sealing wax - red
- (5) Candles
- (6) Needles
- (7) Thread ball (sufficiently strong thread to be procured)
- (8) Match box
- (9) Gum bottle with brush
- (10) Pins
- (11) Tags (for supply to candidates for stitching scripts)
- (12) Chalk
- (13) Jute Twine and cotton Twine
- (14) Drawing pins (for fixing roll number cards)
- (15) Packing paper for making parcels of scripts
- (16) Cloth for parcels

- (17) Card-board sheets
- (18) Small and large envelopes
- (19) Notes board and Black board (where necessary)
- (20) Scissors
- (21) Knife
- (22) Poker
- (23) Duster
- (24) Seal
- (25) Time-piece
- (26) Buckets
- (27) Jugs
- (28) Glass Tumbler
- (29) P&T Manual Vol. IV (Corrected up-to-date)
- (30) Designation stamp
- (31) Damper
- (32) Waste paper basket
- (33) Stationery and prescribed statements for the use of Supervisors and Invigilators
- (34) Bell with hammer
- (35) Security box, if available, for keeping spare question papers
- (36) Carbon
- (37) Wooden blocks
- (38) Paper
- (39) Bags
- (40) Typewriter
- (41) Other necessary items

(2) Day of the Examination

The Supervising Officer, the Invigilators as also the clerk will arrive at the examination centre with answer scripts, articles of stationery, special requirements if any for the question paper for that session, attendance sheets, diagram charts, different prescribed forms as laid down in Appendix 37 of Postal Manual Vol. IV at least 45 minutes before the start of the examination on the first day. All Invigilators will report to the Supervising Officer and the Supervising Officer will adjust all watches so as to synchronise with the Indian Standard Time. He will satisfy himself that no relation of his is appearing at that centre and will obtained the required certificate from the Invigilators.

Each Invigilator will get sufficient number of answer books both with and without covers, special requirements, attendance sheet forms from the Supervising Officer, forms for keeping an account of answer books with or without cover where necessary and keep them in his custody. About half an hour before the start of the

examination, the question paper packet should be taken out by the Supervisor from the safe if the safe is at the examination centre, otherwise he would have already brought the packet with him when he arrived at the examination centre. He will keep the question paper packet in his personal custody. About 20-25 minutes before the examination is to commence the Invigilators will be told what tables will be supplied with question papers, by them and what, if necessary, by the supervising officer himself.

15 minutes before the examination is to commence, the candidates will be admitted in the examination hall on the first day. The Supervising Officer should ensure that the candidates bring into the examination hall only the documents and reference books (where permitted) actually required in connection with the paper concerned. All other books, note books brought by them should be left outside the examination hall. If for some reasons such an agreement is not possible all books, notes etc. must be kept below the Supervisor or Invigilator's tables. The candidates should not be allowed to select their own seats. They should not be allowed to move out of the hall once they have entered. The answer book with cover is to be supplied to each candidate who is seated in the room. It must be ensured that no answer book is supplied which does not contain the initial of the Supervisor. No answer book is to be left at tables that are not occupied.

About 8-10 minutes before the commencement of the examination, instructions to the candidates should be read out.

5 minutes before the commencement of the examination the Supervisor should open the question paper packet in the presence of a few invigilators and the candidates. The number of papers in the packet is to be checked with the number indicated on the cover. The requisite number is to be handed over to the invigilators. The invigilators will not read the paper nor will they place them on the table.

A bell should be rung as soon as the clock strikes the hour when the examination should start and the question papers should be distributed rapidly.

The late comers are to be admitted up to half an hour after the commencement of the examination. In the meanwhile the Invigilators will check up the hall permits and prepare the attendance sheets. The roll number entered on the cover page or an answer book should be checked carefully for its correctness. The candidates should be asked to serially page-number the answer script.

After half an hour of the commencement of the examination the question papers, if any, remaining with the invigilators are to be returned by the invigilators to the Supervising Officer who should take stock of the question papers and keep the unused papers in safe custody. No more late comers should be admitted in the examination hall. He will also at that stage submit an account of answer books with covers in the form prescribed in Annexure IV of Appendix 37 of Vol. IV to the Supervising Officer.

Tags are to be supplied to those candidates as ask for supplementary answer books or for fastening forms etc. While issuing supplementary answer books the candidates must be asked to enter roll number and book number on the supplementary answer books or books also.

No candidate should be allowed to leave the examination hall until half an hour has elapsed from the time the examination commenced.

15 minutes before the examination is over a bell will be rung and time announced loudly. The candidates should be asked to start the tagging of additional answer books and other papers if not already done. 10 minutes before the examination is over, all doors and windows are to be closed and no candidate allowed to go out till the time for the paper is over and all scripts have been collected.

At the expiry of the allotted time a bell is to be rung again loudly and candidates asked to stop writing or revising answers. Scripts are to be collected quickly ensuring that no candidate gets away with any extra time. Within 5 minutes of the end of the examination the number of the answer books are to be rapidly counted and tallied with the number of candidates present. The scripts are then to be checked with the attendance list and issues of supplementary answer books to be tallied with the number of books actually affixed to the scripts. The form as laid down in annexure V of Appendix 37 should be referred to. The scripts together with 3 copies of question papers and the proforma as laid down in Annexure VII Rule 24 of part III of appendix 37 of Postal Manual Vol. IV should be sent to the examiner. If the name of the examiner has not been communicated to the examiner the answer books should be sent by name to the Asstt. Director General Departmental Examination, P&T Directorate, New Delhi, insured for Rs. 100/- by a Service insured post in respect of examinations conducted by the S.S.C. Board (now Departmental Examination Section).

After the despatch of the answer scripts, the detailed accounts of the answer books etc. as rendered by the invigilators should be gone through. At the end of the day, fresh seating plans are to be displayed, where necessary and seating to be made accordingly and roll number cards affixed afresh. Steps are to be taken to ensure that no used blotting paper or any crumpled paper is lying on any table or floor.

On the conclusion of the examination in the last paper the Supervising Officer should send by registered post a statement of candidates who actually took the examination in the form as laid down in Annexure VIII of Appendix 37 of Vol. IV. This will be accompanied by the diagram of the seating arrangement. He will also send the certificate to the authorities concerned as laid down in Rule 26 of Appendix 37 of Volume IV.

ANNEXURE 'B'

DONT's

1. Do not write your name or anything else except the actual answers to the questions anywhere inside your answer book. You will be penalized for writing our name.
2. Do not leave any page unused except at the end of the answers and do not fold pages.
3. Do not tear off any leaves from your answer books.
4. Do not leave behind your answer book on your table.
5. Do not keep any book, article etc. with you which you are not authorized to keep.
6. Do not leave your seat without the permission of the Supervisor.
7. Do not write any irrelevant matter such as appeal to examiner for marks.
8. Do not smoke in the Examination hall.
9. Do not write on the blotting paper or on the question paper.

DO's

1. Do count the pages of your answer books. Do check up that the pages are correct and are not torn or loose.
2. Do write your Roll No. and all other particulars in the space provided for the purpose.
3. Do use both sides of the papers in the answer book leaving a quarter margin on the left hand on the front side and on the right hand on the backside.(you may use, for rough notes or calculations, the inner side of the cover and, if necessary, a page or pages of the answer book. The rough notes should neatly be crossed through afterwards).
4. Do write in ink. Ball pen Pencil may however be used for mathematical drawing, rough work etc.
5. Do put the correct no. of the question on the margin at the beginning of each answer.
6. Do draw a prominent line at the end of each answer.
7. If any right-hand page is accidentally left blank do write on it "Please turn over".
8. If you wish to cancel any work, do draw your pen through it or write 'cancelled' across it; otherwise it may be valued.
9. An additional book will be supplied on request when the book is exhaust-

ed. If you have used more than one answer book do tie them together securely with a tag provided for the purpose and do indicate on the cover of the first (main) book the total no. of books used. Write the number of the additional answers book on the supplementary answer book provided.

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| 10. Do not write or revise your answers after the expiry of the allotted time. | 10. Do hand over your answer book personally to an invigilator before leaving the examination hall. |
| 11. Do not leave the examination hall, if you wish to leave it until half an hour after the commencement of the examination. | 11. Do attach all loose sheets, such as maps, forms etc. inside the cover of your answer book. |
| 12. Do not answer a question twice. | 12. Do page mark the answer book serially. |
| 13. Do not make any special sign or mark in or outside the answer book. | 13. Do observe silence in the examination hall. |

Please note :-

- (A) Any attempt on your part to copy from the answer papers of a neighbouring candidate or from any written paper or document brought by you, or in any other way to obtain help by irregular or illegal means in writing out your answers will result in your immediate expulsion from the examination hall.
- (B) A signal will be given at the time of the beginning of the paper. A signal will also be given 15 minutes before the closing time and again at the closing time.