

# **Nagaland Staff Selection Board Regulations, 2020**

## **Preliminary**

### **1. Short title and commencement:-**

- (1) These rules may be called the Nagaland Staff Selection Board Regulations, 2020.
- (2) They shall come into force from the date of their publication in the Official Gazette.
- (3) The Board will be deemed to commence its functioning with effect from the date of assumption of charge by the Chairperson.

### **2. Definitions.-**

- (1) In these regulations, unless the context otherwise requires:-
  - (a) “Assistant Controller” means the Assistant Controller of Examination of the Board;
  - (b) “Assistant Supervisor” means the official appointed by the Board to assist the Centre Supervisor to ensure smooth conduct of examination;
  - (c) “Backward Tribe” shall be defined as per the meaning defined by the State Government in various notifications.
  - (d) “Board” means the Nagaland Staff Selection Board;
  - (e) “Centre” means the city/town allotted for holding examination under these Regulations;
  - (f) “Centre Supervisor” means the official appointed to supervise examination at a Centre acting as a link with the Board;
  - (g) “Chairman” means the Chairman of the Board and includes an acting Chairman appointed by the Government;
  - (h) “Competent medical authority” means the authorities designated under section 57 of the Rights of Persons with Disabilities Act, 2016;
  - (i) “Confidential paper” means such papers or documents classified as confidential by the Board;
  - (j) “Constitution” means the Constitution of India;
  - (k) “Examiner” means the official appointed by the Board to examine answer scripts of candidates for examinations conducted by the Board;
  - (l) “Examination” means examination conducted by the Board for direct recruitment to services/posts falling under its purview;
  - (m) “Examination Branch” means the branch/section of the Board which is entrusted with the task of conducting recruitment;
  - (n) “Government” means the Government of Nagaland;
  - (o) “Invigilator” means the official appointed by the Board to perform invigilation work at a Centre;
  - (p) “Question Paper Setter” means the official appointed by the Board to prepare questions for examinations conducted by the Board;
  - (q) “Secretary cum Controller” means the Secretary cum Controller of the Board;
  - (r) “Indigenous Inhabitant” shall be defined as per the meaning defined by the State Government in various notifications;
  - (s) “Member” means a member of the Board and includes the Chairman thereof;

- (t) "Scheduled Tribe" shall have the same meaning as assigned to it under clause 25 of article 366 of the Constitution;
  - (u) "State" means the State of Nagaland.
  - (v) "Venue" means the institution viz. School, College, Hall, etc selected for conduct of examination by the Board;
- (2) Any other words and expressions used in these regulations but not defined herein shall have the same meaning respectively assigned to them in the respective Service Rules/Recruitment Rules/Examination Regulations.
  - (3) In this regulations, 'He' shall also mean 'She'

### **3. APPLICATION:**

- (1) These regulations shall apply to direct recruitment for Group-C services/posts (pay level 3-7) under the Government of Nagaland at the Secretariat, Directorate and District except those listed in Schedule A of these regulations.
- (2) Notwithstanding anything contained in sub-paragraph (1) above, recruitment of staff on co-terminus basis such as personal staff of Ministers, etc. shall stand exempted.
- (3) With regard to Departments that follow the queue system of recruitment.
  - (a) The queue system will be maintained by the Board.
  - (b) The queued recruitment of Agricultural Field Assistant (AFA) under Agriculture Department, Fishery Demonstrator under Fisheries & Aquatic Resources Department and Soil Conservatory Assistant/Soil Surveyor/Field Assistant under Soil & Water Conservation Department shall be discontinued and henceforth be directly recruited by the Board.
  - (c) The queued recruitment of Sericulture Field Assistant (SFA) under Sericulture Department, Veterinary Field Assistant (VFA) under Animal Husbandry & Veterinary Sciences Department and Auxiliary Nursing MidWifery (ANM) under Health & Family Department shall henceforth continue in the ratio of 50:50, where the recruitment from queue shall be 50% and 50% through open competition till such time all the candidates in the wait list is exhausted.  
The candidates in the queue/waitlist will also be eligible for direct recruitment under the 50% open category provided they fulfill the requisite eligibility criteria.
  - (d) There shall be no further addition of candidates to the queue system

### **PART-A (Conditions of Service)**

#### **4. Composition of the Board.-**

- (1) The Board shall consist of a Chairman and two Members.
- (2) If the office of the Chairman of the Board becomes vacant or if a Chairman is by reason of absence or for any other reason unable to perform the duties of his office, those duties shall, until some person appointed as Chairman to the vacant office has entered office thereof or, as the case may be, until the Chairman has resumed his duties, be performed by a Member of the Board as the Government may appoint for the purpose.

## **5. Mode of appointment of Chairman and Member.-**

- (1) An advertisement shall be published inviting applications from persons possessing
  - a) At least 30 years of experience in public administration, public service and academics for appointment to the post of Chairman provided that there should not have been any disciplinary action taken against them during their service;
  - b) At least 25 years of experience in public administration, public service and academics for appointment to the post of Member provided that there should not have been any disciplinary action taken against them during their service;;
- (2) A Search-cum-Selection Committee with the following composition shall recommend a panel of three suitable candidates for each vacancy to the post of Chairman and Members respectively:

Chairman	: Chief Secretary
Member Secretary	: Secretary, P&AR
Member	: a Director from amongst the serving HOD to be co-opted by the members
Member	: an eminent member from public service to be co-opted by the members
- (3) The panel of three recommended by the Committee may consist of persons from amongst those who have applied in response to the advertisement mentioned in sub-rule (1) above along with other eligible persons whom the Committee may consider suitable provided that such persons nominated by the Committee possesses the qualifications in sub rule (1) above
- (4) The State Government shall appoint anyone of the candidates from among the panel of three recommended by the Search-cum-Selection Committee as the Chairman/Member respectively provided that such persons appointed by the Government possesses the qualifications in sub rule (1) above.

## **6. Term of office:-**

- (1) The Chairman and a Member of the Board shall hold office for a term of three (3) years from the date on which he enters upon his office or until he attains the age of 65 years, whichever is earlier: Provided that
  - a) The Chairman and a Member of the Board may, by writing under his hand, addressed to the Government, resign his office.
  - b) Person who holds office as a Chairman or Member of the Board shall on the expiration of his term of office, be ineligible for re-appointment to that office.
  - c) A Member of the Board shall be eligible for appointment as Chairman of the Board subject to the tenure prescribed under sub- rule (1) but not for any other employment under the Government.
- (2) The Chairman or a Member, who, on the date of his appointment to the Board, was in the service of the Central or any State Government, Corporation, University, a local body or any other body wholly or substantially owned or controlled by any State Government or Central Government, on his appointment to the Board shall be deemed to have retired from such service with effect from the date he takes over as Chairman or Member of the Board.

## **7. Removal of Chairman and Member of Board:-**

- (1) The Chairman or a Member of the Board shall only be removed from his office by an order of the State Government on the ground of proven misbehavior, delinquency, incapacity after providing an opportunity of being heard to the said Chairman/Member in this behalf.
- (2) Notwithstanding anything contained in sub-rule (1) above, the Government may by order remove from office the Chairman or a Member of the Board if the Chairman or such other Member, as the case may be
  - a) is adjudged an insolvent; or
  - b) engages during his term of office in any paid employment outside the duties of his office; or
  - c) is, in the opinion of the Government, unfit to continue in the office by reason of infirmity of mind or body.

Provided that an opportunity of being heard is given to the said chairman/member in this behalf
- (3) If the Chairman or a Member of the Board is or becomes in any way concerned or interested in any contract or agreement made by or on behalf of the Government of India or the Government of a State or participates in any way in the profit thereof or in any benefit or emolument arising there from otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-rule (1), be deemed to be guilty of misbehavior.

#### **8. Salaries and Allowances.-**

- (1) There shall be paid to the Chairman a salary fixed at ₹1,44,000 and the Member shall be paid a salary of ₹ 1,18,000 per month along with Dearness allowances at rates notified by the Government of Nagaland from time to time.
- (2) If the Chairman or the Member, at the time of his appointment is in receipt of a pension, has received or has become entitled to receive any pension and other retirement benefits in respect of any previous service under the Government of India or a State Government or a University, a local body, or any other local body wholly or substantially owned or controlled by the State Government or as Ex-Member of Parliament or Ex-Member of Legislative Assembly, his pay in respect of the service in the Board shall be reduced:
  - a) by the amount of that pension during the service under the Board.
  - b) if he had, before assuming office, received, in lieu of a portion of the pension due to him in respect of such previous service, the commuted value thereof, by the amount of that portion of the pension.

#### **EXPLANATION:** For the purpose of this rule,

- i) Service under any similar Nagaland Staff Selection Board shall be considered as service under the Government;
- ii) The term "University" shall include any institution for higher education wholly or substantially financed by the Central Government or any State Government or both, and deemed to be a University under Section 3 of the University Grants Commission Act, 1956
- iii) The term "any other local body wholly or substantially owned or controlled by the State Government" shall include a Government Company as defined in the Companies Act, 1956, and any other statutory body, whether incorporated or not, in which the Central Government or any State Government or both, has a controlling interest

in the share or other capital thereof, or has directly through its nominees substantial control over its working

**9. Leave admissible.-**

- (1) The Chairman or Member, if any, may be granted Earned Leave, Half Pay Leave and Commuted Leave on Medical Ground.
  - a) Earned leave at the rate of one eleventh of the period spent on duty, on leave salary equivalent to full pay;
  - b) Half pay leave on medical certificate or private affairs at the rate of twenty days in respect of each completed year of service;
  - c) Commuted leave on full pay not exceeding half the amount of half pay leave-due, may be granted if the leave is taken on medical certificate or on private affairs and the authority competent to sanction leave has reason to believe that the member will return to duty on its expiry.
- (2) The power to grant or refuse leave to the Chairman or Member of the Board and to revoke or curtail the leave granted to him shall be vested in the State Government.
- (3) The Chairman or Member shall be paid cash equivalent of leave salary in respect of earned leave for his service in the Board at his credit at the time of his ceasing to hold such office as a Chairman or a Member respectively. Provided that if the Member is further appointed as Chairman, the leave at the credit of the Member, shall be carried forward and can be availed of during his tenure as the Chairman.
- (4) The payment of cash equivalent of leave salary under sub-rule (4) shall not exceed the amount of cash equivalent of leave salary for 100 days of earned leave.
- (5) The cash equivalent of leave salary admissible under sub-rule (5) shall be payable to a Chairman/Member at the time of his ceasing to hold his office and shall be paid in one lump sum as a onetime settlement

**10. Travelling Allowance:-**

- (1) The Chairman or the Member may draw travelling allowances as on transfer as per rules applicable at the rate admissible to officer of the Government of Nagaland of his equivalent grade.
- (2) The Chairman or the Member, while travelling on duty or on tour, shall be entitled to travelling and daily allowances at the rate admissible to officer of the Government of Nagaland of his equivalent grade.
- (3) The Chairman or the Member shall, on vacating his office, be entitled to travelling allowances as on transfer as admissible to officers of the Government of Nagaland of his equivalent grade from the station of his duty to the station of his normal stay/home town:  
Provided that no such travelling allowances shall be admissible to the Chairman or the Member if he has been removed from office.

**11. House Rent Allowances.-**

- (1) The Chairman and Member shall be entitled to Government accommodation of the same category and under the same terms and conditions applicable at the rate admissible to officer of the Government of Nagaland of his equivalent grade.
- (2) When a Chairman/Member does not want to avail Government accommodation, he shall be entitled to house rent allowance at the rate and under the same terms and conditions determined by the Government for officers of equivalent grade.

## **12. Conditions of Service in residuary matters.-**

In respect of any matter for which provision is not made by these rule, the conditions of service of a person serving as a Chairman or a Member of the Board or its staff shall be governed by rules and orders for the time being applicable to such classes of Government servants under the Government of Nagaland.

## **13. Staff of the Board.-**

- (1) The staff of the Board shall consist of
  - a) One Secretary cum Controller of Examination, at the rank of Joint Secretary on deputation from the NCS.
  - b) Two Assistant Controllers (one for establishment and one for examinations) at the rank of Deputy Secretary.

Assistant Controller (Establishment) shall be filled on deputation from among the serving NSS officers on deputation. Assistant Controller (Examinations) may/shall be filled on deputation from among officers of the Directorate of School Education or Nagaland Board of School Examinations with a minimum academic qualification of a Masters degree in any discipline and minimum of 5 years experience in Examination matters.

And such other Gazetted and Non-Gazetted staff shall be redeployed from other Department who may be permanently absorbed subsequently
- (2) The method of recruitment for all the Gazetted and Non-Gazetted staff of the Board shall be in accordance with the recruitment rules framed by the Government from time to time.
- (3) The salary and allowances of the Gazetted and Non-Gazetted staff of the Board shall be in accordance with the salary and allowances admissible to similar class of Government servants under the Government of Nagaland.
- (4) The list of post to be created and method of recruitment under the Board is enclosed at **Annexure-B**.

### **PART-B(Conduct of Examinations)**

## **14. SENDING OF REQUISITION AND ISSUE OF ADVERTISEMENT OF VACANCIES FOR DIRECT RECRUITMENT:**

- (1) Requisition for filling up of vacant posts by direct recruitment shall be sent to the Secretary cum Controller of the Board as per the format at *Appendix-I*, after obtaining due approval of the Competent Authority in the Government.
- (2) Vacant posts for direct recruitment shall be duly advertised which shall be widely circulated in leading local newspapers/website of the Board.
- (3) The last date for submission of duly completed application forms shall be fixed not earlier than 30 days from the date of issue of the advertisement.
- (4) The advertisement for recruitment to vacant post(s) shall clearly indicate the following points
  - a) Name of the service/post
  - b) Number of vacant post
  - c) Level in the pay matrix of the post
  - d) Name of Department sending the requisition
  - e) Educational and other qualifications as per the Service Rules/Recruitment Rules etc.
  - f) Age limit as on the last date of submission of application form
  - g) Application fee
  - h) Last date of submission of application form

- i) Name of Offices where application forms can be obtained and submitted
- j) Any other relevant information as desired by the Board
- (5) Candidates shall pay the application fees as prescribed by the Government from time to time for appearing in the examination
- (6) The format of common application form for direct recruitment shall be as per *Appendix-II* which may be adapted by the Board to suit the particular requirement of the services/post(s) being advertised
- (7) Suitable instructions for payment of application fees and filling up of the application form may be issued by the Board as per requirements on a case to case basis

#### **15. APPLICATION FORMS AND FEES:**

- (1) Application forms for the services/posts advertised shall be filled online on the website [edistrict.nagaland.gov.in](http://edistrict.nagaland.gov.in) with effect from the date of publication of the advertisement. The receipt of applications on the website will be open only till 1600 hrs of the last date for submission of forms.
- (2) The Application Fee for examinations conducted under these Regulations shall be ₹100 (Rupees one hundred only) for all candidates unless anything contrary is prescribed in the relevant Service Rules/Recruitment Rules/Examination Regulations. This payment is to be made online at the time of application.
- (3) Notwithstanding anything in sub-paragraph (3) above, persons with disabilities are exempted from payment of application fees for competitive examinations conducted under these Regulations. However, this exemption shall be available only to such persons who would otherwise be eligible for appointment to the posts on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the disabled person) and who enclose with the application form necessary certificate from the competent medical authority in support of their claim of disability.
- (4) The Application Fees shall be deposited by the Board in the State Treasury at the Head of Accounts.

#### **16. ACCEPTANCE OF SELF ATTESTED/SELF CERTIFIED DOCUMENTS:**

- (1) Candidates applying for services/post(s) under these Regulations shall be permitted to submit self attested/self certified copies of documents online at the time of submission of application forms in response to the advertisement for recruitment to such services/posts
- (2) Candidates who are selected for personal interview on the basis of the written examination shall bring original certificate of ST/BT Certificate, Indigenous Inhabitant Certificate (IIC), educational certificates, birth certificate and any other relevant document issued by the competent authority at the time of the personal interview.
- (3) Candidates who have been declared successful in the examination on the basis of forged documents/fake documents shall be summarily disqualified and his/her name shall be deleted from the list of successful candidates and the first name on the reserved panel, if any, shall be declared as the successful candidate.

#### **17. DOCUMENT FOR ASCERTAINING THE DATE OF BIRTH:**

The date of birth as recorded in confirmatory documentary evidences such as High School Leaving Certificate or Birth Certificate or any other document as specified by the Government in P&AR from time to time shall be used as proof for determining the age of the candidate for examinations under these Regulations.

**18. SCRUTINY OF APPLICATION FORMS:**

- (1) The Examination Branch of the Board, after the last day for submission of application forms, shall scrutinize all the applications in minute detail.
- (2) After scrutiny by the Examination Branch, the Board shall fix the date(s) of examination.
- (3) The Board shall issue a statement showing the number of valid applications and those rejected with reasons for rejection.

**19. CRUCIAL DATE FOR DIRECT RECRUITMENT:**

- (1) The crucial date for determining the eligibility or otherwise of the candidates for direct recruitment shall be the last date of submission of application forms as specified by the Board

**20. CONDITIONS OF ELIGIBILITY:**

- (1) In order to be eligible to compete in the examination for direct recruitment to the services/post(s) under these Regulations, a candidate must be a citizen of India and must satisfy all the eligibility conditions as prescribed in the respective Service Rules/Recruitment Rules/Examination Regulations/Guidelines, etc.
- (2) In addition, all candidates in these examinations must have been issued an Indigenous Inhabitant certificate from the competent authority.

**21. DECISION AS TO ELIGIBILITY:**

The decision of the Board as to the eligibility or otherwise of the candidates for examination shall be final and no candidate to whom an Admit Card has not been issued by the Board shall be admitted to the examination.

**22. SYLLABUS FOR DIRECT RECRUITMENT:**

There shall be a common syllabus for direct recruitment to all Grade III posts under the Government of Nagaland as per *Appendix-III* unless anything contrary is prescribed in the relevant Service Rules/Recruitment Rules/Examination Regulations provided the services/posts are placed outside the purview of the Commission as per the Nagaland Public Service Commission (Chairman, Members and Staff) Regulations 2008 as amended.

**23. HOLDING OF WRITTEN EXAMINATION:**

- (1) Written examination for direct recruitment shall be conducted by the Board in the manner as prescribed under these Regulations even though the Service Rules/Recruitment Rules may be silent on the matter and unless there is anything contrary in the relevant Service Rules/Recruitment Rules
- (2) The date on which and the venue at which the written examination shall be held will be fixed by the Board.

**24. CONDUCT OF PRACTICAL/SKILLS TEST:**

Conduct of Skills Test shall be done by the Board as per the instructions mentioned below unless anything contrary is prescribed in the relevant Service Rules/Recruitment Rules/Examination Regulations:



- (1) Skills Test shall be conducted as prescribed in the Service Rules/Recruitment Rules and these tests shall not be treated as a Personal Interview.
- (2) Skills Test shall be conducted by the Board after the conduct of written examination and candidates twice the number of candidates to be called for personal interview shall be called for the Skills Test. Candidates who fail to meet the minimum standard in the Skills Test as prescribed by the Service Rules/Recruitment Rules shall not be called for Personal Interview before the Board. The number of candidates to be called for personal interview after conduct of written examination and Skills Test should be as per the criteria laid down in paragraph 45 of these Regulations.

## **25. APPOINTMENT OF OFFICIALS FOR CONDUCT OF RECRUITMENT:**

- (1) The Secretary cum Controller of Examination of the Board, after prior approval of the Chairman, may make appointment to the following panel of experts who shall discharge such duties as are necessary for the conduct of examination under these Regulations:
  - a) Centre Supervisor: A Gazetted Officer with impeccable integrity not below the rank of Assistant Director (L-14) may be appointed
  - b) Assistant Supervisor: Government servants with impeccable integrity not below the rank of Group 'B' may be appointed. The number of Assistant Supervisors to be appointed shall be at the discretion of the Board taking into consideration the number of Examination Halls/Rooms and the number of candidates.
  - c) Invigilators: Government servants with impeccable integrity not below the rank of Group 'B' may be appointed. The ratio of the number of Invigilators to the number of candidates should normally be 1:24 subject to the condition that no room should have less than two Invigilators.
- (2) All persons appointed under these Regulations shall be given an appointment order and the duration of their tenure will be up to the completion of the process of recruitment.
- (3) All persons appointed under these Regulations are duty bound to maintain complete secrecy of information.

## **26. QUESTION PAPERS:**

- (1) The Question Paper Setter(s) shall prepare two sets of draft questions for each Paper strictly in accordance with the prescribed syllabus and shall submit the drafts in a sealed cover marked "CONFIDENTIAL" to the Secretary cum Controller of Examination of the Board
- (2) The Question Paper Setter should not retain a copy of the draft in any form
- (3) The Secretary cum Controller of Examination of the Board, in consultation with the Head Examiner/Examiner, shall moderate the manuscripts and finalize the question papers provided that the Board shall endeavor to develop question banks from which questions for examination shall be picked up on random basis for future recruitments.
- (4) The question papers for Multiple Choice Objective Type pattern under these Regulations shall be printed in four different series viz. A, B, C and D.

- (5) Copies of the final question papers, as far as practicable, will be printed only one week before the commencement of the examination under the supervision of the Secretary cum Controller of Examination of the Board.
- (6) Once the question papers are printed under the guidance of the Secretary cum Controller of Examination of the Board, the number of copies printed will be verified and packed in a confidential bag and properly sealed.
- (7) The sealed packets should be kept in safe custody either at the Treasury Strong Room or in the Chest/Strong Room of the Board.
- (8) On each day of the examination, the Centre Supervisor shall take out the question papers from the Treasury Strong Room or from the Chest/Strong Room of the Board.
- (9) The sealed packets of question papers should not be opened earlier than 30 minutes before the time fixed for the commencement of the examination. The sealed packets should be opened in the presence of at least two Invigilators and a certificate duly signed as per the prescribed form.

## **27. ADMIT CARD:**

- (1) An Admit Card in respect of the candidates for whom their candidature has been accepted by the Board shall be prepared as per the format at *Appendix-IV* and will be collected by the candidate on intimation.
- (2) If a candidate loses his Admit Card, he should inform the Secretary cum Controller of Examination of the Board immediately stating clearly the reason for the loss and if the Secretary cum Controller of Examination is satisfied of the genuineness of the loss, a duplicate Admit Card will be issued on payment of ₹50/-.

## **28. SEAT PLAN:**

- (1) The Seat Plan is to be made in such a manner that in one room, there are four vertical rows with six candidates in each vertical row. The Seat Plan should be so arranged that candidates sitting in adjacent row do not have the same series of Question Paper in case of examination with Multiple Choice Objective Type pattern. Sample seat plan is enclosed at *Appendix-V*
- (2) In case of certain venues which may have more number of vertical rows like School Halls, the sample format of Seat Plan at *Appendix-V* should be followed with more vertical rows added.
- (3) A seat plan for each Room/Hall showing the Roll No. of candidates and the series of the Question Paper (in case of Multiple Choice Objective Type pattern) should be ready one day prior to the examination.
- (4) Seat Plans should not be displayed on the day of arrangement.
- (5) Seat Plans for the venue as a whole should be displayed at a place centrally located without the series of Question Paper.
- (6) Outside each room its respective Seat Plan should be displayed. This should be done 2 hours prior to commencement of examination and not before that (such Seat Plan should not contain series of the Question Paper). When the number of candidates is large, the overall display should be made at more than one place to avoid overcrowding at one place.

## **29. ARRANGEMENT FOR THE EXAMINATION:**

- (1) The Centre Supervisor shall complete all the seating arrangements of the candidates and its connected matters such as writing of roll numbers on the table/desks, preparation and seating plans, etc. one day prior to the examination.
- (2) Posters, charts, maps, proverbs, etc. on the walls of the Examination Hall/Room, if any, should either be removed or covered.
- (3) Electrical fittings, fans and lights in the Examination Hall/Room should be ensured to be in working condition
- (4) Furniture available in the Examination Hall/Room should be of good quality and standard size. Furniture meant for small children should not be used.
- (5) Proper arrangements for keeping books, bags, mobile phones etc. of candidates at the entrance of premises under the charge of a suitable official should be made.
- (6) Proper arrangements for frisking of candidates at the entry to the venue by Police Personnel on the day of the examination should be made. For this purpose, the Secretary cum Controller of Examination of the Board /Centre Supervisor should liaise with the Local Police Authorities etc. well in advance of the date of examination.
- (7) Copies of important instructions to be followed by the candidate (in detail as well as in poster form) should be displayed at prominent places to enable the candidates to read them
- (8) The seats should be so arranged that candidates, when seated, shall face in one direction only and placed at a distance of approximately 3 feet from one another so as to prevent copying, prompting or adopting of unfair practices.
- (9) It should be ensured that there is adequate space not only between rows but also between seats.

### **30. ADMISSION OF CANDIDATES TO EXAMINATION HALL/ROOM:**

- (1) The Examination Hall/Room should be opened half an hour before the commencement of the examination and candidates allowed entry in the Examination Hall/Room 20 minutes before the commencement of the examination in each session.
- (2) Candidate, whose validity of his/her candidature cannot be proven, shall not be allowed to enter or sit in the examination.
- (3) A candidate should not be admitted to the Examination Hall/Room after the lapse of 10 minutes from the commencement of examination in each session.
- (4) A candidate, once given an Answer paper should, in no case be allowed to leave the Examination Hall/Room without submitting the same.
- (5) Candidates shall be permitted to take a seat only at the Venue and in the Centre where he/she has been allotted.
- (6) Candidates shall be duly subjected to frisking by policemen before entry into the Examination Hall/Room. Female candidates shall be frisked by female police only. In case adequate numbers of policemen are not available, the Centre Supervisor may obtain the services of Government servants of proven integrity to conduct frisking of candidates.

### **31. DISTRIBUTION OF ANSWER PAPERS TO CANDIDATES:**

- (1) One Answer Paper as per the specimen at *Appendix- VI* should be supplied to each candidate present 10 minutes before the commencement of examination in each session. The candidates shall write with black or blue ball point pen their centre, subject/paper,

- Question Paper series (in case of Multiple Choice Objective Type pattern), Roll Number and put their signature at the appropriate space provided for at the top of the Answer paper.
- (2) Invigilators will distribute Answer Paper to the candidates present only
  - (3) Invigilator should append his signature/initial at the appropriate space provided in the Answer paper after verifying the entries made by the candidate on the answer paper.
  - (4) Candidates will mark responses themselves in the Answer Paper by blackening completely the correct circle (a or b or c or d) by Blue or Black Ball Point Pen in case of Multiple Choice Objective Type pattern.
  - (5) All the copies of the Answer papers supplied to the candidates should be treated as scripts irrespective of whether the candidates have marked their answers or not
  - (6) All spare copies of unused Answer papers should be returned to the Secretary cum Controller of Examination by the Centre Supervisor at the end of the examination.
  - (7) No candidate shall be allowed to take away the Answer paper with him. To ensure this, the Invigilators/Assistant Supervisors should close the doors of each Examination Room/Hall five minutes before completion of each session of the examination and allow the candidates to leave the Examination Room/Hall only after Answer Scripts are collected from all the candidates and are properly accounted for.
  - (8) All spare copies of Answer Papers should be collected from each Invigilator by the Centre Supervisor immediately after 10 minutes of the commencement of the examination in each session and should be kept in the personal custody of Centre Supervisor duly packed and sealed.

### **32. DISTRIBUTION OF QUESTION PAPERS TO CANDIDATES:**

- (1) The Question Papers should be distributed in vertical rows three minutes before the commencement of the examination in each session only to those candidates who have occupied their seats in the Examination Hall/Room. No Question Paper should be left on the tables not occupied by the candidate(s). Each alternate vertical row should start with either 'A' or 'C' series Question Papers in case of Multiple Choice Objective Type pattern.
- (2) The Invigilators should ensure that the candidates are seated strictly in accordance with the Seat Plan. It should be ensured that no candidate is moved to another seat after distribution of Question Papers.
- (3) The Invigilators should ensure that they issue Question Papers of correct series to all the candidates, whether he/she comes on time or late in case of Multiple Choice Objective Type pattern.
- (4) In case an error in distribution of Question Papers to candidates in a Hall/Room has come to notice, the series of Question Papers given to a candidate is not to be changed once the examination has commenced (in case of Multiple Choice Objective Type pattern). Invigilator/Supervisor must take special care to watch such candidates. The incidence of such error in distribution of Question Papers should be reported to the Secretary cum Controller of Examination of the Board separately.
- (5) If any candidate reports any unprinted or torn or missing page(s) or item(s) etc. in the Question Papers supplied to him/her, it should be got replaced with another complete Question Papers of the same series in case of Multiple Choice Objective Type pattern.

- (6) The spare copies of the Question Papers should be collected by the Centre Supervisor from each Invigilator immediately after ten minutes of commencement of examination in each session
- (7) The unused Question Papers should be sealed forthwith and kept by the Centre Supervisor in his personal custody
- (8) If any candidate brings to notice any unprinted or torn or missing page(s) or item(s) in his Question Papers, the same should be replaced by another complete Question Papers of the same series by opening the sealed packets in case of Multiple Choice Objective Type pattern. This opened packet should be sealed again immediately thereafter
- (9) If any candidate raises a doubt about any apparent mistake/ambiguity or anomaly about any item in the Question Papers, he/she may be advised to answer the item as it is and make a representation to the Secretary cum Controller of Examination of the Board within 5 days from the date of completion of the examination. The representation should indicate the name of the examination, name of the candidate, his roll number, name of subject/paper, centre, series of the Question Papers (in case of Multiple Choice Objective Type pattern), serial number of the items and nature of mistake/ambiguity.
- (10) A copy of the Question Papers should not be retained by the Supervisor or the Assistant Supervisor(s) or the Invigilators and no Question Paper is taken out of the Examination Hall/Room for any purpose whatsoever until conclusion of the examination in each session.
- (11) The candidates should be permitted to take away the Question Papers issued to them after the conclusion of the examination.
- (12) The candidates should not be permitted to take with them into the Examination Halls/Room the Question Papers thus distributed to them in the earlier session, in the next session of examination.
- (13) Question Papers are very sensitive documents and the Centre Supervisor is personally responsible for their complete accountability.

### **33. ATTENDANCE LISTS:**

- (1) There should be separate Attendance Lists for each session of examination conducted under these Regulations.
- (2) The Attendance Lists shall contain candidate's name, Roll number, Objective Type pattern), Invigilator's signature etc. as per the format at *Appendix-VII*.
- (3) The Invigilator shall verify the identity of the candidates in the Examination Hall/Room with reference to the name and photograph of the candidate in the Admit Card after the Answer Papers and Question Papers have been provided to the candidates. The Invigilator will check the correctness of the entries made by the candidate in the relevant columns and thereafter, the candidate will append his/her signature in the relevant column in Blue or Black Ball Point pen.
- (4) After the above particulars are filled in by the candidate, the Invigilator shall append his/her signature in Blue or Black Ball Point Pen in the space provided for the purpose.
- (5) In respect of candidates who are absent, the Invigilator shall mark them as absent, by writing the letter 'A' with Blue or Black Ball Point Pen and also append his/her signature for such candidates in Blue or Black Ball Point Pen. Invigilators should not fill details of Question Paper series (in case of Multiple Choice Objective Type pattern) in the Attendance List in respect of such absent candidates.

- (6) In case a candidate who is absent in the first session appears in a subsequent session of the examination, he may be allowed to appear notwithstanding the fact that he has not appeared in the first session. The Attendance List should be filled accordingly.
- (7) The Centre Supervisor shall be responsible for collection of all the pages of Attendance List from the Invigilators and maintain a proper account of the same. Further, he/she should indicate the total number of candidates registered, present and absent at the end of Attendance List. He/she shall also append his signature in Blue or Black Ball Point Pen on each sheet within the space provided for the purpose at the bottom of the Attendance List.

### **34. MEDICAL FITNESS CERTIFICATION:**

The board shall notify date and time for medical fitness certification for all candidates shortlisted for the interview. Candidates who do not secure the minimum fitness levels as required for the posts to which they have applied will be disqualified.

### **35. A) INSTRUCTIONS RELATING TO RESERVATION POLICY IN THE STATE**

- (1) The reservation policy for backward tribes in the State shall be implemented by the Board as per the standing Government Policy notified by the Government in Department of Personnel & Administrative Reforms from time to time.

### **B) INSTRUCTIONS RELATING TO PERSONS WITH BENCHMARKED DISABILITIES:**

- (1) The facility of scribe/reader are allowed to any person with benchmarked disability as defined in section 2 (r) of the Rights of Persons with Disabilities Act, 2016 and has limitation in writing including that of speed, if so desired by the person. In case of persons with benchmarked disabilities in the category of blindness, locomotor disability (both arm affected –BA) and cerebral palsy, the facility of scribe/reader shall be given, if so desired by the person. In case of other category of persons with benchmarked disabilities, the provision of scribe/reader is also allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Medical Superintendent/Civil Surgeon of a Government health care institution as per the proforma at *Appendix-VIII*.
- (2) The candidates have to request the Board for providing a scribe. The expenses for engagement of the own scribe/reader are to be borne by the candidate himself/herself. The Board may identify scribe/reader to make panels in advance as per the requirement of the examination. In such instances, the candidates are allowed to meet the scribe/reader two days before the examination so that the candidates get a chance to check and verify whether the scribe/reader is suitable or not.
- (3) When the Board provides the scribe/reader, it shall be ensured that the qualification of the scribe/reader should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be Matriculate or above.
- (4) Scribe/reader may be changed in case of emergency. The candidates are especially for languages. However, there can be only one scribe per subject.
- (5) Persons with benchmarked disabilities should be given, as far as possible, the option of choosing the mode for taking the examination i.e. in large print or Braille or even by recording the answers. The Board

- should, as far as possible, ensure availability of question papers in the format opted by the candidate
- (6) In case of Skills Test which requires examination on computer system, persons with benchmarked disabilities are allowed to check the computer system one day in advance so that problems, if any, in the software/system could be rectified. Use of own laptop/computer should not be allowed for taking examination. However, enabling accessories for the computer based Skills Test such as keyboard, customized mouse, etc. should be allowed.
  - (7) The disability certificate issued by the competent medical authority at any place should be accepted across the country
  - (8) Compensatory time of 20 minutes per hour of examination shall be provided for persons with benchmarked disabilities who are allowed the use of scribe/reader. All candidates with benchmarked disability not availing the facility of scribe may also be allowed additional time of minimum one hour for examination of 3 hours duration. In case the duration of examination is less than an hour, then, the duration of additional time should be allowed on prorated basis. Additional time should not be less than 5 minutes and should be in multiples of 5 (Five).
  - (9) Candidates are allowed the use of assistive devices like tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices. However, such communication devices shall not be used for communication with persons outside the examination hall during the examination hours.
  - (10) The seating arrangement of candidates belonging to persons with benchmarked disability shall be made separately in a separate room on the ground floor of the examination hall. In case of persons with benchmarked disability availing the services of scribe, only five candidates shall be seated in a single room – one each in the four corners of the room and one in the centre of the room. The seating arrangement of persons with benchmarked disabilities who do not need the services of scribe can be done in a normal manner as per the seat plan at *Appendix-V*.
  - (11) The time of distribution of question papers should be scrupulously followed and timely supply of supplementary papers, if required, should be ensured.
  - (12) Alternative objective type multiple choice questions in lieu of descriptive questions should be provided for hearing impaired persons. Similarly, alternative objective type multiple choice questions in lieu of questions requiring visual inputs should be provided for visually impaired persons.

### **36. INSTRUCTIONS TO CANDIDATES:**

- (1) Candidates will be admitted to the Examination Hall/Room on production of their Admit Card and original ID such as EPIC or Aadhaar with a view to establish the true identity of the candidate
- (2) Candidates shall reach the venue of examination at least 30 minutes in advance and admission will be refused to a candidate who is late by 10 minutes from the start of the examination
- (3) No candidate shall be permitted to leave the Examination Hall/Room until the time for the examination is over
- (4) Candidates should bring their pens and any other special requirements such as mathematical boxes, etc. for use in the Examination Hall.

- (5) The candidates should not bring any articles (other than those specified above) such as books, notes, loose sheets, mobile phones, pagers, digital diaries, calculators, etc. inside the Examination Hall/Room.
- (6) Answers must be written/marked using Blue or Black Ball Point Pen and pencils should not be used unless drawing of maps, diagrams, etc is required.
- (7) Candidates must produce their Admit Card, give their specimen signature where required and reply to questions put by the Invigilator.
- (8) Particulars/Details to be filled up in the answer paper should be filled up completely and correctly, answer scripts of candidates failing to do so will not be evaluated.
- (9) The candidates must attempt questions in accordance with the directions on each question paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first up to the prescribed number shall be evaluated and the remaining ignored.
- (10) Candidate(s) detected in using unfair means or communicating with one another or found in possession of unauthorised books, papers, mobile phones, pagers, digital diaries, calculators, etc. during the examination shall be expelled and their names struck off the rolls. They will be liable to be debarred from applying for all future examinations and selection to be conducted by the Board.
- (11) No candidate shall leave the Examination Hall/Room without prior permission of the Invigilator. If the candidate has to answer the call of nature, he may be allowed to leave the Examination Hall/Room accompanied by the Invigilator himself.
- (12) Silence must be observed at all time in the Examination Hall/Room
- (13) Smoking in the Examination Hall/Room is strictly prohibited.
- (14) The candidates must abide by such instructions as may be specified on the cover of the Answer Paper or instructions to candidates given at the back of the Admit Card. If a candidate fails to do so or indulges in improper conduct, he/she will render himself/herself liable to expulsion from the examination or such other punishment as the Board deemed fit to impose.
- (15) Any candidate found to be intoxicated with alcohol and/or psychotropic substances will be expelled from the Examination Hall/Room
- (16) Any candidate who applies for his/her Marks should enclose original copy of Admit Card.
- (17) Examination centre once opted cannot be changed.
- (18) Answer scripts of candidates who do not complete the examination will not be evaluated.
- (19) Wrongly numbered or unnumbered answers will not be evaluated.

### **37. DUTIES OF CENTRE SUPERVISOR:**

- (1) To make an arrangement for the smooth conduct of Examination
- (2) He/she shall convene a briefing session with the Invigilators prior to the actual date of examination.
- (3) Examination programme scheduled by the Board shall be sent to the Centre Supervisor who, in turn will inform the Invigilators and others concerned.
- (4) He/she shall take all possible steps to ensure that there is no case of impersonation.
- (5) His/her decisions at the Examination centre with regard to the conduct of examination shall be final.



- (6) He/she shall frequently visit different rooms of Examination at his Centre.
- (7) The Centre Supervisor should necessarily remain at the examination centre until the examination is over.
- (8) The Centre Supervisor is responsible for the efficient performance of the Invigilators at his centre. If there is any misconduct or misbehavior on the part of the personnel involved with the examination at his/her centre, he will prepare a special report under sealed cover and forward the same to the Secretary cum Controller of Examination of the Board for further action.
- (9) If an Invigilator is unable to perform his/her duties, the Centre Supervisor may appoint any person from the panel of Invigilators in his/her place
- (10) The Centre Supervisor shall open the box containing the question papers at his/her Centre by using Form 'A' (*Appendix-IX*) and then distribute it to the Invigilators for opening it in their respective rooms using Form 'B' (*Appendix- X*).

### **38. DUTIES OF ASSISTANT SUPERVISOR:**

- (1) Each Assistant Supervisor may be made responsible for supervision of a certain number of rooms.
- (2) The Centre Supervisor should assign specific duties to each Assistant Supervisor which may include:
  - a) To make announcement over the public address system not to bring banned items like electronic or any other type of calculators, mobile phones, pagers or any other communication device to the venue of the examination.
  - b) To announce that violation of these instructions shall entail disciplinary action including ban from future examinations.
  - c) To position himself/herself at the entry point (main gate) of the venue where frisking of candidates will be done, for all sessions of the examination, to prevent candidates from carrying banned items in the examination Hall/Rooms.
  - d) To carry out inspection of halls/rooms, toilets, etc. to prevent the possession and use of any such device during the course of the examination.
  - e) To ensure that banned devices/items are not kept in Examination Halls/Rooms and that arrangement have been made at the entrance of the venue to deposit the banned devices which may be returned to the candidates on the conclusion of the examination
  - f) To ensure that candidates are allowed to take with them only pen, Admit Card and any other items as specified in the instructions appended to the Admit Card.

### **39. DUTIES OF INVIGILATOR:**

- (1) Invigilators should see that the candidates fill up their answer paper correctly. Only after such careful checking should they put their signature in the answer paper of the candidates.
- (2) Invigilators appointed for an examination should reach the examination centre at least one hour before the commencement of the examination.
- (3) On the morning of the first day of the examination, all candidates should be instructed to go through the instruction details carefully, giving them due warning regarding offences which may entail expulsion from the examination.

- (4) Invigilators should take utmost care not to disturb or distract the candidates in any way while on duty. Reading materials like books, newspapers etc. must be avoided.
- (5) The Invigilators should maintain constant vigil to prevent unfair practices by the candidates
- (6) No Invigilator should talk or communicate with the candidates except under unavoidable circumstances.
- (7) No Invigilator should carry with him/her any mobile phones or any other communication devices into the Examination Hall/Room.
- (8) If any unfair practice is detected by the Invigilators, it shall be their duty to seize the incriminating document along with statement of 2 witnesses and promptly report the incident to the Centre Supervisor for further action.
- (9) The Invigilators should not normally allow any candidate to leave the examination hall/room during the examination. If the candidate has to answer the call of nature, he may be allowed to leave the Examination Hall/Room accompanied by the Invigilator himself.
- (10) The Invigilators should ensure that each candidate sits in the seat allotted to him/her.
- (11) If circumstances compelled a candidate's seat to be changed, it will be arranged with the approval of the Centre Supervisor.
- (12) On receipt of the sealed packet(s) of question papers from the Centre Supervisor, the Invigilators, using Form B (*Appendix-X*) shall open it in their respective rooms.
- (13) If any query is raised by the candidates on the correctness of the questions or otherwise, the Invigilator shall not give any clarification by himself/herself, but report the matter to Centre Supervisor.

#### **40. PROCESSING OF ANSWER PAPERS:**

- (1) Immediately after completion of a particular subject or paper, the answer papers must be sorted out and arranged in order of Roll Number of the candidates, the answer papers along with two question papers should be packed and sealed in the presence of the Centre Supervisor.
- (2) The sealed package must be kept in a safe custody and shall be delivered to the Examination Branch of the Board after the end of the last session for the day.
- (3) Each packet of answer paper must have a separate Top Sheet (*Appendix-XI*), two copies of which will be made, one copy will be kept inside the packet and the remaining copy will be retained by the Centre Supervisor.
- (4) Coding of the answer papers using alpha-numeric characters shall be done by the Examination Branch of the Board when all the answer papers are received
- (5) Coding should invariably hide the Roll Number of the candidates to ensure that the Head Examiner/Examiner should in no way know the Roll Number of any of the candidates whose answer papers are being checked/examined.
- (6) The Board shall explore possibilities of utilizing modern IT equipments such as Optical Mark Reader for processing of multiple choice objective type answer papers with a view to ensure effective and timely declaration of examination results.

#### **41. DUTIES OF HEAD EXAMINER/EXAMINER:**

- (1) The Examiner shall examine the answer scripts strictly in accordance with these Regulations and give marks for the answers of a candidate in

- a separate sheet attached to the answer paper and not in the answer paper itself.
- (2) The Examiner shall receive the answer papers from the Secretary cum Controller of Examination of the Board or any other person authorized by the Secretary cum Controller with proper receipt.
  - (3) The Examiner shall personally submit the answer papers to the Secretary cum Controller of Examination of the Board giving confidential marking. The receiver of the answer papers from the Examiner shall ensure that the number of answer papers given out and those received are the same.
  - (4) It shall be the duty of the Head Examiner (if appointed) to convene meetings of the examiners and discuss guidelines for evaluation of answer papers.
  - (5) The Head Examiner shall satisfy himself in regard to proper evaluation of the answer papers by the examiners through a random test check which will generally be done on 10% of answer papers submitted to him.
  - (6) The Head Examiner shall have the right to re-examine the marginal cases and any re- assessment made by him shall be deemed valid.
  - (7) The Head Examiner shall have the powers necessary for rectification of discrepancies.
  - (8) It is the duty of the Examiner to see whether the candidate has attempted beyond the prescribed number of questions. If the questions are attempted in excess of the prescribed number, only the questions up to the prescribed number shall be evaluated and the remaining ignored.
  - (9) Wrongly numbered or unnumbered answers should not be evaluated.

#### **42. FINAL REPORT OF CENTRE SUPERVISOR:**

As soon as the written examination is over, the Centre Supervisor shall submit a final report to the Secretary cum Controller of Examination of the Board as per the format at *Appendix-XII* along with the following items:

- (a) Any unused Answer papers, additional sheets and other articles
- (b) Attendance Lists showing the candidate's signature
- (c) List of expelled candidates, if any
- (d) Confidential Report on the conduct of examination at the Centre

#### **43. RE-EVALUATION:**

After the declaration of the final result, re-evaluation of answer papers/scripts for examinations conducted under these Regulations shall not be permitted under any circumstances

#### **44. REMUNERATION:**

The rate of remuneration for Officials engaged for conduct of examinations under these Regulations shall be as notified by the Government in this Board from time to time.

#### **45. PERSONAL INTERVIEW:**

- (1) Personal Interview shall be conducted by the Board in the manner as prescribed under these Regulations although the Service Rules/Recruitment Rules may be silent on the matter and unless there is anything contrary in the relevant Service Rules/Recruitment Rules/Examination Regulations.
- (2) The objective of a Personal Interview is to assess the suitability of a candidate for the service/post to which he/she has been called for interview. The test is intended to judge the mental caliber of a candidate

and some of the qualities to be judged during the course of interview are mental alertness, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

- (3) The interview should not be conducted as a strict cross-examination exercise but of a natural, though directed and purposive, conversation which is intended to reveal the mental qualities of the candidate.
- (4) Candidates will be called for Personal Interview on the basis of their performance in the written examination provided the candidates qualified in the Physical Efficiency Tests/Skills Tests, if any, prescribed in the relevant Service Rules/Recruitment Rules.
- (5) The Chairman of the Board, in case of recruitment to services/posts requiring technical knowledge and expertise, shall have the authority to appoint a Technical Expert of high integrity and experience to assess the candidate in their field of expertise in the Personal Interview. The Technical Expert to be appointed shall be from amongst the panel of Experts prepared by the Board in consultation with the Government.
- (6) There shall be an official member representing the Chief Secretary, not below the rank of Secretary in all interviews.
- (7) In order to uphold the principles of impartiality and ensure elimination of every element of bias, Chairman or Member of the Board or Technical Expert, if any, whose close relatives are being considered for personal interview should reuse themselves from the deliberations of the interview for such particular candidate who happens to be their close relatives.
- (8) The number of candidates to be called for Personal Interview in relation to the number of vacant post(s) is hereby fixed at a 3:1 ratio. The number of candidates to be called for practical or skill test will be twice the number to be called for the interview.
- (9) If there is more than one candidate who secured equal marks in the written examination and stood at the limited last serial number of the eligible candidate for Personal Interview as per the norms set out in sub-paragraph (7) above, the eldest of such candidates will be called for Personal Interview.
- (10) The marks allotted for Personal Interview shall be fixed at not more than 12.5% of the total marks of the examination process.
- (11) The Board shall award marks based on a fair and impartial assessment considering the various qualities mentioned in sub-paragraph (2) above. Marks are to be awarded on an overall basis and not on individual qualities separately. Moreover, marks are to be awarded to the candidate by the Board on consensus and not individually.
- (12) Marks awarded to a candidate appearing in the Personal Interview shall not be less than 40% of the total marks allotted for Interview and generally not more than 80% of the total marks allotted for Interview.
- (13) In cases where the number of applicants for a service/post is less than or equal to the number of candidates to be called for interview as per the norms set out at sub-paragraph (7) above, recruitment would be done by means of Personal Interview only and, notwithstanding anything in sub-paragraph (9) above, it will carry a maximum mark of 100.  
Provided that in cases of recruitment to technical posts the candidate should secure the minimum qualifying marks in the Skill Test.

#### **46. RECOMMENDATION OF THE BOARD:**

- (1) The Board shall make recommendation for recruitment on the basis of the aggregate marks obtained by the candidates, both in the written

- examination and personal interview, in order of merit up to the number of vacancies required to be filled up by direct recruitment.
- (2) If two or more candidates obtained equal marks in the written examination and personal interview, the names of the recommended candidates shall be arranged in descending order of their age unless anything contrary is prescribed in the relevant Service Rules/Recruitment Rules/Examination Regulations
  - (3) Inclusion of names in the regular panel for recruitment shall confer no right of appointment unless the Government is satisfied to appoint him/her.
  - (4) The Board shall also have the authority to place such number of candidates, if necessary, in the reserved panel which shall be valid for a period of one year for filling up the same vacancies only in case candidates in the regular panel are not available for appointment on account of declination of appointment or resignation or death of the recommended candidates.
  - (5) The reserved panel prepared by the Board shall become null and void upon finalization of selection for filling up of subsequent vacancies in the same service/post.

#### **47. DECLARATION OF RESULTS:**

- (1) The list of successful candidates shall be declared on the basis of the recommendation of the Board
- (2) The list of successful candidates shall be declared strictly as per the order of merit as recommended by the Board
- (3) The form and manner of communication of the results of examination to the individual candidate shall be decided by the Board at its discretion and it shall be communicated within a period of seven days from the date of declaration of the result

#### **48. PENALTY FOR MISCONDUCT:**

A candidate who is or has been declared by the Board to be guilty of:

- (1) Obtaining support for his candidature by any means, or
- (2) Impersonating, or
- (3) Procuring impersonation by any persons, or
- (4) Submitting fabricated documents which have been tampered with, or
- (5) Making statement which are incorrect or false or suppressing material information, or
- (6) Resorting to any other irregular or improper means in connection with his candidature in the examination, or
- (7) Using unfair means in the Examination Hall/Room, or
- (8) Misbehaving in the Examination Hall/Room, or
- (9) Attempting to commit or abetting the commission of all or any of the acts specified in the foregoing Regulations, as the case may be, shall, in addition to rendering himself liable to criminal prosecution, be liable
  - (a) to be disqualified by the Board from the examination for which he is a candidate
  - (b) to be debarred either permanently or for a specified period by the Board from any examination or selection by them;
  - (c) to disciplinary action under the appropriate rules if he is already in service under the State Government

**49. INTERPRETATION:**

If any question arises relating to interpretation of these Regulations, the decision of the Government in Personnel & Administrative Reforms Department shall be final.

**50. POWER TO RELAX:**

Where the Governor is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, through the Department of Personnel & Administrative Reforms, relax any of the provisions of these Regulations with respect to any class or category of persons to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**51. GENERAL:**

The Personnel & Administrative Reforms Department shall be competent to issue detailed instructions in regard to all matters connected with the conduct of examinations falling under the purview of the Board, provided that such instructions are not inconsistent with these Regulations.

**Sd/- TEMJEN TOY,IAS**

Chief Secretary to the Government of Nagaland

**Schedule-A**  
**Posts which are exempted from the purview of NSSB**

- All posts falling under the District Administration are exempted.
- All posts at the Pay Level 3 and Pay Level 4 except the posts listed in the table below are exempted from the purview of the NSSB including the posts of Forest Guard (Pay Level 5):-

<b>Sl No</b>	<b>Name of the Posts</b>	<b>Sl No</b>	<b>Name of the Posts</b>
1	LDA (District)	11	Counter Attendant/Binder/Dark Room Assistant
2	Store keeper/Store Assistant	12	Bench Assistant/Bench Clerk under Law & Justice Department
3	Laboratory Assistant	13	Asst Road and Enforcement Inspector
4	Tracer	14	Demonstrators under I&C Department
5	Boilerman under Horticulture Department	15	Record Assistant
6	Copyist under School Education	16	Court Keeper
7	Draughtsman	17	Technical Assistant
8	Grainer (Map Production)	18	Projector Operator
9	Assistant Inspector Under LMCP	19	Labour Supervisor
10	Motor Vehicle Checker		

- The recruitment to the post of Constable/Fire Constable/Warder/Female Warder (Pay Level-3) in the Department of Police, Prisons, Nagaland Lokayukta, Nagaland Police Telecommunication Organisation(NTPO), Home Guards & Civil Defence ,Fire & Emergency Services, Excise and Forest Guard (Pay Level 5) in the Environment Forest & Climate Change Department will be exempted from the NSSB. Such Departments will constitute their respective Recruitment Boards with members from P&AR, Home and Finance Departments.
- All entry level posts for Pay Level 3 and Pay Level 4 which prescribes a minimum qualification of Class 10+2 criteria should automatically come under the purview of the NSSB.

## FORMAT FOR SENDING REQUISITION FOR DIRECT RECRUITMENT TO THE NSSB

1. Name of the Department : \_\_\_\_\_
2. Name of post to be filled up by direct recruitment : \_\_\_\_\_
3. Level in the pay matrix of the post(s) to be filled up : \_\_\_\_\_
4. Number of post(s) to be filled up by direct recruitment : \_\_\_\_\_
5. (1) Number of post(s), if any, reserved for persons with benchmarked disabilities within the number of post(s) mentioned at Sl. No. (4) : \_\_\_\_\_
- (2) Number of post(s) reserved for different category of disabilities within the number of post(s) specified at Sl. No. 5(1) *(The number of post(s) should be mentioned category wise and the category of disability shall be as per the categories specified in sub- section (1) of section 34 of the RPwD Act, 2016)*
  - (a) blindness and low vision : \_\_\_\_\_
  - (b) deaf and hard of hearing : \_\_\_\_\_
  - (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy : \_\_\_\_\_
  - (d) autism, intellectual disability, specific learning disability and mental illness : \_\_\_\_\_
  - (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness : \_\_\_\_\_
- (3) Number of post(s), if any, reserved for ex-servicemen within the number of post(s) mentioned at Sl. No. (4) : \_\_\_\_\_
6. Nature of recruitment for the vacancies to be filled up : \_\_\_\_\_



7. Vacancy year of the posts to be filled up : \_\_\_\_\_
8. Give reason(s) of vacancies : \_\_\_\_\_
9. Name of the recruitment rules to be used for direct recruitment : \_\_\_\_\_  
*(Enclose a copy of the relevant recruitment rules. The recruitment rules in force on the date of occurrence of the vacancies to be filled up should be applied for recruitment)*
10. Educational and other qualifications prescribed for direct recruitment as per the relevant recruitment rules : \_\_\_\_\_
11. Age limit for direct recruitment : \_\_\_\_\_
12. Enclose roster, duly certified by Competent authority of the posts proposed to be filled up in case there are more than one method of recruitment prescribed in the recruitment rules : \_\_\_\_\_
13. Any other relevant remarks : \_\_\_\_\_

Date: \_\_\_\_\_

(Name and signature of Officer sending the proposal)

**COMMON APPLICATION FORM FOR RECRUITMENT EXAMINATION UNDER THE  
NAGALAND SUBORDINATE SERVICES SELECTION BOARD**

Recent passport  
size photo to be  
pasted

- 1) Name of Service/Post : \_\_\_\_\_
- 2) Name of candidate : \_\_\_\_\_  
(in capital letters only)
- 3) Father's/Mother's name : \_\_\_\_\_
- 4) Permanent address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5) (a) Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) Phone number : \_\_\_\_\_
- (c) Email : \_\_\_\_\_
- (d) Aadhar Number : \_\_\_\_\_
- 6) Date of birth (*attach self attested photocopy of Birth Certificate or HSLC*) : \_\_\_\_\_
- 7) Sex (Male or Female) : \_\_\_\_\_
- 8) (a) Tribe : \_\_\_\_\_
- (b) Whether BT or not (*if yes, enclose attested photocopy of the supporting documents*) : YES/NO

- (c) Community i.e. SC/ST/OBC (*attach self attested photocopy of the supporting document*) : \_\_\_\_\_
- 9) Educational and other qualifications as prescribed in the advertisement (attach self attested photocopy of the supporting document) : 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_
- 10) Experience, if any (attach self attested photocopy of the supporting document) : \_\_\_\_\_
- 11) Indicate the list of self attested documents enclosed with the application (i.e. Educational Certificate, ST Certificate, Birth Certificate, IIC etc.) : 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_
- 12) Whether or not the candidate is a person with benchmarked disability as defined under section 2(r) of RPwD Act, 2016? : YES/NO
- 13) If the answer at Sl. No. (12) is YES, whether or not the candidate wanted to avail the services of scribe for writing the examination? : YES/NO

## DECLARATION

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Place :

Date :

(Signature of the candidate)

## CERTIFICATE BY HEAD OF DEPARTMENT

*(For use of Government Servants only)*

Certified that Mr/Mrs/Miss \_\_\_\_\_  
holds a temporary/permanent post under the Central/State Government. His character so far as known to me is good and I am not aware of any circumstances which show that he would be unsuitable for any appointment to any post if successful in the examination

Date :

Signature : \_\_\_\_\_

Designation : \_\_\_\_\_

(Office Seal)

## COMMON SYLLABUS FOR DIRECT RECRUITMENT FOR CLERICAL EXAMS

*[The syllabus mentioned below shall be followed unless anything contrary is provided in the Recruitment Rules/Service Rules/Examination Regulations for the relevant service/post(s)]*

Paper	Subject	Marks	Duration
<b>Paper-I</b>	General Knowledge (50 questions)	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	General English (25 questions)	50	
	English Comprehension (25 questions)	50	
	<b>Total</b>	<b>200</b>	
<b>Paper-II</b>	Basic Computer Knowledge (50 questions)	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Simple Arithmetic (30 questions)	60	
	General Intelligence & Reasoning (20 questions)	40	
	<b>Total</b>	<b>200</b>	
<b>Paper-III</b> (Only for technical/specialised posts and such other posts wherein the Recruitment Rules/Service Rules prescribed technical/special qualifications which merits conduct of examination in the knowledge of concerned technical/specialised subject)	Technical/Specialised subject (100 questions)	200	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	<b>Total</b>	<b>200</b>	

**Notes:**

- 1) Questions shall be set in Objective Type Multiple Choice pattern only with all questions carrying equal marks and answers for each of the questions shall be marked using blue or black ball point pen. In other words, there shall be multiple

probable answers (at least four) wherein the candidate has to choose the correct answer for every objective type question.

- 2) Questions will be set in tune with the level of educational qualifications prescribed in the corresponding Recruitment Rules/Service Rules for the post(s).
- 3) A brief description of the common syllabus for direct recruitment to Group 'B' posts is as follows:

### **Paper-I**

**General Knowledge:** Questions will be designed to test the candidate's knowledge of current events and of such matters of everyday observation and experience as may be expected of an educated person. The test will also include questions relating to Indian history and culture, Indian polity including the Constitution of India, geography, economy and general science. Questions on Naga history and culture will also form part of the syllabus.

**General English:** Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc.

**English Comprehension:** There will be questions on comprehension of passages also to test the vocabulary, grammar, logical thought ability and overall grasp of the candidates over English language.

### **Paper-II**

**Basic Computer knowledge:** Introduction to Computers, introduction to Graphical user interface based Operating System, elements of Word Processing, Spreadsheets, Power point presentations, Computer communication and internet, world wide web and web browser, communication and collaboration.

**Simple Arithmetic:** Number system, simplification, roots, averages, discounts, percentages, profit & loss, ratio and proportion, partnership, chain rule, time & work, time & distance, simple & compound interest, mensuration, permutations & combinations, heights & distances, line graphs, bar graphs, pie charts and tabulation.

**General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc

### **Paper-III**

Questions relating to the concerned technical/specialised subject will be set as per the educational qualification prescribed in the relevant Recruitment Rules/Service Rules and the detailed syllabus for this Paper shall be notified by the concerned Department well in advance after due consultation with the Board.

Recent passport  
size photo to be  
pasted

**ADMIT CARD**

Mr/Ms \_\_\_\_\_

Roll Number \_\_\_\_\_ to the examination for recruitment to

the post of \_\_\_\_\_ under \_\_\_\_\_  
Department

His/her attention is drawn to the instructions overleaf

Name of Centre : \_\_\_\_\_

Name of Venue : \_\_\_\_\_

Date(s)	Morning (Time to be specified)	Evening (Time to be specified)

(Signature of the Secretary cum Controller of Examination/

Asst. Controller of Examination)

**INSTRUCTIONS TO THE CANDIDATES**

*(To be written at the back of the Admit Card for eligible candidates)*

- Candidates will be admitted to the Examination Hall/Room on production of their Admit Card and original ID such as EPIC or Aadhaar with a view to establish the true identity of the candidate
- Candidates shall reach the venue of examination at least 30 minutes in advance and admission will be refused to a candidate who is late by 10 minutes from the start of the examination
- No candidate shall be permitted to leave the Examination Hall/Room until the time for the examination is over
- Candidates should bring their pens and any other special requirements such as



mathematical boxes, etc. for use in the Examination Hall.

- e) The candidates should not bring any articles (other than those specified above) such as books, notes, loose sheets, mobile phones, pagers, digital diaries, calculators.
- f) Answers must be written/marked using Blue or Black Ball Point Pen and pencils should not be used unless drawing of maps, diagrams, etc is required.
- g) Candidates must produce their Admit Card, give their specimen signature where required and reply to questions put by the Invigilator.
- h) Particulars/Details to be filled up in the answer paper should be filled up completely and correctly, answer scripts of candidates failing to do so will not be evaluated.
- i) The candidates must attempt questions in accordance with the directions on each question paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first up to the prescribed number shall be evaluated and the remaining ignored.
- j) Candidate(s) detected in using unfair means or communicating with one another or found in possession of unauthorised books, papers, mobile phones, pagers, digital diaries, calculators, etc. during the examination shall be expelled and their names struck off the rolls. They will be liable to be debarred from applying for all future examinations and selection to be conducted by the Board.
- k) No candidate shall leave the Examination Hall/Room without prior permission of the Invigilator. If the candidate has to answer the call of nature, he may be allowed to leave the Examination Hall/Room accompanied by the Invigilator himself.
- l) Silence must be observed at all time in the Examination Hall/Room
- m) Smoking in the Examination Hall/Room is strictly prohibited.
- n) The candidates must abide by such instructions as may be specified on the cover of the Answer Paper or instructions to candidates given at the back of the Admit Card. If a candidate fails to do so or indulges in improper conduct, he/she will render himself/herself liable to expulsion from the examination or such other punishment as the Board deemed fit to impose.
- o) Any candidate found to be intoxicated with alcohol and/or psychotropic substances will be expelled from the Examination Hall/Room
- p) Any candidate who applies for his/her Marks should enclose original copy of Admit Card.
- q) Examination centre once opted cannot be changed.
- r) Answer scripts of candidates who do not complete the examination will not be evaluated.
- s) Wrongly numbered or unnumbered answers will not be evaluated.

## SEAT PLAN

NAME OF EXAMINATION : \_\_\_\_\_

NAME OF CENTRE : \_\_\_\_\_

NAME OF VENUE : \_\_\_\_\_

SUBJECT/PAPER : \_\_\_\_\_

DATE OF EXAMINATION : \_\_\_\_\_

SESSION (1<sup>st</sup>/2<sup>nd</sup>) : \_\_\_\_\_

ROLL NUMBERS : From \_\_\_\_\_ to \_\_\_\_\_

## INVIGILATOR'S SEAT

VERTICAL	HORIZONTAL							
	1 <sup>st</sup> ROW		2 <sup>nd</sup> ROW		3 <sup>rd</sup> ROW		4 <sup>th</sup> ROW	
	Roll No.	Series	Roll No.	Series	Roll No.	Series	Roll No.	Series
	01	A	07	C	13	A	19	C
	02	B	08	D	14	B	20	D
	03	C	09	A	15	C	21	A
	04	D	10	B	16	D	22	B
	05	A	11	C	17	A	23	C
	06	B	12	D	18	B	24	D

## Notes:

- Sufficient copies of Seat Plan shall be prepared by the Centre Supervisor for a) display at every venue of the examination b) the Invigilators
- The Seat Plan should be displayed at every venue where the examination is held
- The Roll Number of the candidates in the Seat Plan should be neatly typed instead of being written by hand
- The Series of Question Papers (in case of Multiple Choice Objective Type pattern) should not be written in the Seat Plan to be displayed in the venue
- The Roll Numbers of the absent candidates should be encircled immediately after 10 minutes from the commencement of the examination so as to distinguish them from the candidates present

Name of Invigilators	Allotted Row Numbers	Signature of Invigilators

(Name &amp; Signature of Centre Supervisor)

# APPENDIX-VI

Centre	Subject/Paper (Paper-I/II/III/IV)	Question Paper Series (A/B/C/D) <i>(in case of Multiple Choice Objective Type only)</i>	Roll Number	Signature of Candidate	Signature of Invigilator

To be cut at the line given below by the Examination Branch after proper coding of the answer papers

..... ✂ ..... ✂ ..... ✂ ..... ✂ .....

## ANSWER PAPER

Centre	Subject/Paper (Paper-I/II/III/IV)	Question Paper Series (A/B/C/D) <i>(in case of Multiple Choice Objective Type only)</i>	Alphanumeric Code for the Roll Number <i>(to be filled up by Examination Branch of Board after receipt of answer papers)</i>	Signature of Invigilator

	Answers					Answers					Answers					Answers			
1	(a)	(b)	(c)	(d)	26	(a)	(b)	(c)	(d)	51	(a)	(b)	(c)	(d)	76	(a)	(b)	(c)	(d)
2	(a)	(b)	(c)	(d)	27	(a)	(b)	(c)	(d)	52	(a)	(b)	(c)	(d)	77	(a)	(b)	(c)	(d)
3	(a)	(b)	(c)	(d)	28	(a)	(b)	(c)	(d)	53	(a)	(b)	(c)	(d)	78	(a)	(b)	(c)	(d)
4	(a)	(b)	(c)	(d)	29	(a)	(b)	(c)	(d)	54	(a)	(b)	(c)	(d)	79	(a)	(b)	(c)	(d)
5	(a)	(b)	(c)	(d)	30	(a)	(b)	(c)	(d)	55	(a)	(b)	(c)	(d)	80	(a)	(b)	(c)	(d)
6	(a)	(b)	(c)	(d)	31	(a)	(b)	(c)	(d)	56	(a)	(b)	(c)	(d)	81	(a)	(b)	(c)	(d)
7	(a)	(b)	(c)	(d)	32	(a)	(b)	(c)	(d)	57	(a)	(b)	(c)	(d)	82	(a)	(b)	(c)	(d)
8	(a)	(b)	(c)	(d)	33	(a)	(b)	(c)	(d)	58	(a)	(b)	(c)	(d)	83	(a)	(b)	(c)	(d)
9	(a)	(b)	(c)	(d)	34	(a)	(b)	(c)	(d)	59	(a)	(b)	(c)	(d)	84	(a)	(b)	(c)	(d)

10	(a)	(b)	(c)	(d)	35	(a)	(b)	(c)	(d)	60	(a)	(b)	(c)	(d)	85	(a)	(b)	(c)	(d)
11	(a)	(b)	(c)	(d)	36	(a)	(b)	(c)	(d)	61	(a)	(b)	(c)	(d)	86	(a)	(b)	(c)	(d)
12	(a)	(b)	(c)	(d)	37	(a)	(b)	(c)	(d)	62	(a)	(b)	(c)	(d)	87	(a)	(b)	(c)	(d)
13	(a)	(b)	(c)	(d)	38	(a)	(b)	(c)	(d)	63	(a)	(b)	(c)	(d)	88	(a)	(b)	(c)	(d)
14	(a)	(b)	(c)	(d)	39	(a)	(b)	(c)	(d)	64	(a)	(b)	(c)	(d)	89	(a)	(b)	(c)	(d)
15	(a)	(b)	(c)	(d)	40	(a)	(b)	(c)	(d)	65	(a)	(b)	(c)	(d)	90	(a)	(b)	(c)	(d)
16	(a)	(b)	(c)	(d)	41	(a)	(b)	(c)	(d)	66	(a)	(b)	(c)	(d)	91	(a)	(b)	(c)	(d)
17	(a)	(b)	(c)	(d)	42	(a)	(b)	(c)	(d)	67	(a)	(b)	(c)	(d)	92	(a)	(b)	(c)	(d)
18	(a)	(b)	(c)	(d)	43	(a)	(b)	(c)	(d)	68	(a)	(b)	(c)	(d)	93	(a)	(b)	(c)	(d)
19	(a)	(b)	(c)	(d)	44	(a)	(b)	(c)	(d)	69	(a)	(b)	(c)	(d)	94	(a)	(b)	(c)	(d)
20	(a)	(b)	(c)	(d)	45	(a)	(b)	(c)	(d)	70	(a)	(b)	(c)	(d)	95	(a)	(b)	(c)	(d)
21	(a)	(b)	(c)	(d)	46	(a)	(b)	(c)	(d)	71	(a)	(b)	(c)	(d)	96	(a)	(b)	(c)	(d)
22	(a)	(b)	(c)	(d)	47	(a)	(b)	(c)	(d)	72	(a)	(b)	(c)	(d)	97	(a)	(b)	(c)	(d)
23	(a)	(b)	(c)	(d)	48	(a)	(b)	(c)	(d)	73	(a)	(b)	(c)	(d)	98	(a)	(b)	(c)	(d)
24	(a)	(b)	(c)	(d)	49	(a)	(b)	(c)	(d)	74	(a)	(b)	(c)	(d)	99	(a)	(b)	(c)	(d)
25	(a)	(b)	(c)	(d)	50	(a)	(b)	(c)	(d)	75	(a)	(b)	(c)	(d)	100	(a)	(b)	(c)	(d)

**Notes:**

- Use Blue or Black Ball Point Pen to mark the answers in the Answer Paper
- The correct answer shall be encircled properly
- Do not use tick mark ( ✓ ) to answer the questions
- Questions on Conventional Essay Type papers, if any, must be answered in a separate sheet to be supplied by the Board

## ATTENDANCE LISTS

**NAME OF EXAMINATION** : \_\_\_\_\_  
**NAME OF CENTRE** : \_\_\_\_\_  
**NAME OF VENUE** : \_\_\_\_\_  
**SUBJECT/PAPER** : \_\_\_\_\_  
**DATE OF EXAMINATION** : \_\_\_\_\_  
**SESSION (1<sup>st</sup>/2<sup>nd</sup>)** : \_\_\_\_\_

<b>Roll Number</b>	<b>Name of candidate</b>	<b>Present (P)/ Absent (A)</b>	<b>Question Paper Series (A) (B) (C) (D) (in case of Multiple Choice Objective Type only)</b>	<b>Signature of candidate</b>	<b>Signature of Invigilator</b>

(Name & Signature of Centre Supervisor)

**CERTIFICATE REGARDING PHYSICAL LIMITATION OF A CANDIDATE TO WRITE**

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

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

Name & designation

Name of Government hospital/health care centre with seal

Place :

Date :

**Note:** Certificate should be given by a specialist doctor of the relevant stream/disability (eg. Visual impairment – Ophthalmologist; Locomotor disability – Orthopaedic surgeon)

## FORM 'A'

## CERTIFICATE OF OPENING QUESTION PAPER PACKET(S)

(To be sent to the Secretary cum Controller of Examination by the Centre Supervisor)

Name of Examination : \_\_\_\_\_

Name of Centre : \_\_\_\_\_

We, the undersigned, hereby certify that the Sealed envelope(s) containing question papers in \_\_\_\_\_ (Subject/Paper) for the above Examination has/have been examined by us and found to be in proper condition and opened in our presence at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

(Name & Signature of Invigilator)

(Name & Signature of Invigilator)

(Name & Signature of Centre Supervisor)

## FORM 'B'

## CERTIFICATE OF OPENING QUESTION PAPER PACKET(S)

(To be sent to the Secretary cum Controller of Examination through the Centre Supervisor)

Name of Examination : \_\_\_\_\_

Name of Centre : \_\_\_\_\_

We, the undersigned, hereby certify that the Sealed envelope(s) containing question papers in \_\_\_\_\_ (Subject/Paper) for the above Examination has/have been examined by us and found to be in proper condition and opened in our presence at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

(Name & Signature of Candidate)

(Name & Signature of Candidate)

(Name & Signature of Invigilator)

(Name & Signature of Invigilator)



**TOPSHEET**

*(To be prepared in duplicate and submitted to the Examination Branch of the Board)*

**NAME OF EXAMINATION** : \_\_\_\_\_  
**NAME OF CENTRE** : \_\_\_\_\_  
**NAME OF VENUE** : \_\_\_\_\_  
**SUBJECT/PAPER** : \_\_\_\_\_  
**DATE OF EXAMINATION** : \_\_\_\_\_  
**SESSION (1<sup>st</sup>/2<sup>nd</sup>)** : \_\_\_\_\_

**ROLL NUMBER OF CANDIDATES PRESENT:**


**TOTAL NUMBER OF ANSWER PAPERS SENT WITH THE TOPSHEET :**

\_\_\_\_\_

**(Name & Signature of Centre Supervisor)**

**FINAL REPORT OF THE CENTRE SUPERVISOR**

*(To be submitted to the Secretary cum Controller of Examination)*

- 1) Name of examination :
- 2) Name of Centre :
- 3) Date(s) of examination :
- 4) Number of registered candidates :  
for each Session
- 5) Number of candidates present for :  
each Session
- 6) Number of cases of candidates :  
resorting to unfair means, if any.
- 7) Whether any candidates(s) :  
reported after 10 minutes from the  
commencement of examination or  
reported wrongly at the centre. If  
so give particulars?
- 8) If any candidate was NOT allowed :  
to take the examination at this  
Centre? If so, reasons thereof and  
roll number of the candidate(s)
- 9) Whether any case of non- :  
submission of answer paper by the  
candidate(s) writing the  
examination?
- 10) Whether frisking of candidates :  
were conducted by Police  
personnel?
- 11) Whether all the instructions laid :  
down for the conduct of  
examination were followed?

- 12) Any other report regarding  
conduct of the examination  
including suggestions, if any

Date: \_\_\_\_\_

**(Name & Signature of Centre Supervisor)**

**ANNEXURE-B****LIST OF POSTS TO BE CREATED & METHOD OF RECRUITMENT FOR NAGALAND STAFF SELECTION BOARD (NSSB)**

<b>Sl No</b>	<b>Name of the Post</b>	<b>Scale of Pay / Pay Level</b>	<b>Total No. of Posts</b>	<b>Method of Recruitment</b>	<b>Minimum Qualification</b>
1	Chairperson	` 1,44,000/- (fixed)	1	Recommendation by the Search-cum-Selection Committee, for a period not exceeding three years	As per NSSB Regulation Part A 5 (1) a
2	Member	` 1,18,000/- (fixed)	2	Recommendation by the Search-cum-Selection Committee, for a period not exceeding three years	As per NSSB Regulation Part A 5 (1) b
3	Secretary-cum-Controller of Examination (Joint Secretary Level)	Level-17	1	By Deputation	As per NSSB Regulation Part A 13 (1) a
4	Assistant Controller of Examinations (Deputy Secretary Level)	Level-16	2	By Deputation	As per NSSB Regulation Part A 13 (1) b
5	Superintendent	Level-13	1	By Redeployment	From Directorate
6	Assistant Superintendent	Level-11	2	By Redeployment	From Directorate
7	Stenographer	Level – 8/10	2	By Redeployment	From Directorate
8	UDA	Level-8	3	By Redeployment	From Directorate
9	LDA-cum-Computer Assistant	Level-5	6	By Redeployment	From Directorate
10	Driver	Level-3/6	6	By Redeployment	From Directorate
11	Multi Tasking Assistant	Level - 1	6	To be recruited	
<b>TOTAL NO OF POSTS TO BE CREATED</b>			<b>32</b>		