

No.A-12011/1/2019-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Aizawl, the 25th October, 2019

Subject: Guidelines for conduct of examination for direct recruitment to services/posts falling under the purview of the Mizoram Subordinate Services Selection Board

The Governor of Mizoram constituted the Mizoram Subordinate Services Selection Board (hereinafter referred to as the "Board") to conduct recruitment for Group 'B' (Non-Gazetted) posts vide No.A-12026/1/2019-P&AR(GSW) dt. 19.06.2019 and published in the Mizoram Gazette extra ordinary issue No. 418 dt. 25.06.2019. Guidelines regulating the procedure for conduct of examination for direct recruitment to services/posts which falls under the purview of the Board are hereby laid down as follows which will come into force with immediate effect.

2. DEFINITIONS:

- (1) In these Guidelines, 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) "Board" means the Mizoram Subordinate Services Selection Board;
 - (d) "Centre" means the city/town allotted for holding examination under these Guidelines;
 - (e) "Centre Supervisor" means the official appointed to supervise examination at a Centre acting as a link with the Board;
 - (f) "Chairman" means Chairman of the Board;
 - (g) "Competent medical authority" means the authorities designated under section 57 of the Rights of Persons with Disabilities Act, 2016;
 - (h) "Confidential paper" means such papers or documents classified as confidential by the Board;
 - (i) "Constitution" means the Constitution of India;
 - (j) "Examiner" means the official appointed by the Board to examine answer scripts of candidates for examinations conducted by the Board;
 - (k) "Examination" means examination conducted by the Board for direct recruitment to services/posts falling under its purview;
 - (l) "Examination Branch" means the branch/section of the Board which is entrusted with the task of conducting recruitment;
 - (m) "Government" means the Government of Mizoram;
 - (n) "Invigilator" means the official appointed by the Board to perform invigilation work at a Centre;

- (o) "Question Paper Setter" means the official appointed by the Board to prepare questions for examinations conducted by the Board;
- (p) "Secretary cum Controller" means the Secretary cum Controller of the Board;
- (q) "Scheduled Caste" shall have the same meaning as assigned to it under clause 24 of article 366 of the Constitution;
- (r) "Scheduled Tribe" shall have the same meaning as assigned to it under clause 25 of article 366 of the Constitution;
- (s) "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 Guidelines but not defined herein shall have the same meaning respectively assigned to them in the respective Service Rules/Recruitment Rules/Examination Regulations.

3. APPLICATION:

- (1) These Guidelines shall apply to direct recruitment for services/posts under the Government of Mizoram including recruitment on Muster Roll/Contract/Work-charged basis, if any, which falls under the purview of the Board.
- (2) These Guidelines shall also apply to direct recruitment for services/posts under Centrally Sponsored Schemes and such other Scheme-borne posts which falls under the purview of the Board unless anything contrary is prescribed in the relevant Acts/Rules/Regulations/ Guidelines governing such Schemes.
- (3) 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.

4. 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/All India Radio/Doordarshan Kendra and the internet 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 added/modified 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

5. APPLICATION FORMS AND FEES:

- (1) Application Forms for the services/posts advertised shall be made available by the Board in its own Office as well as the offices of the Deputy Commissioners of all the Districts during office working hours with effect from the date of publication of the advertisement.
- (2) The Application Form for examinations shall be provided by the Board to the candidates seeking such forms free of cost. It shall invariably be made available in public domain such as the internet website of the Board for easy access.
- (3) The Application Fee for examinations conducted under these Guidelines shall be ₹150/- (Rupees one hundred and fifty) only for Scheduled Tribe/Scheduled Caste/Other Backward Class candidates and ₹200/- (Rupees two hundred) only for General category candidates unless anything contrary is prescribed in the relevant Service Rules/Recruitment Rules/Examination Regulations.
- (4) Notwithstanding anything in sub-paragraph (3) above, persons with disabilities are exempted from payment of application fees for competitive examinations conducted under these Guidelines. 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.
- (5) The duly filled in Application Forms can be submitted on or before the last date fixed for submission of application at the office of the Board and in the offices of the Deputy Commissioners of the concerned districts.

- (6) The Application Fees shall be deposited by the Board in the State Treasury at the Head of Accounts mentioned below:

0070	-	Other Administrative Services
60	-	Other Services
800	-	Other Receipts
08	-	Application Fees for recruitment examination conducted by MSSSB
00	-	
00	-	

6. ACCEPTANCE OF SELF ATTESTED/SELF CERTIFIED DOCUMENTS:

- (1) Candidates applying for services/post(s) under these Guidelines shall be permitted to submit self attested/self certified copies of documents 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/SC/OBC Certificate, educational certificate, 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.

7. 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 DP&AR from time to time shall be used as proof for determining the age of the candidate for examinations under these Guidelines.

8. SCRUTINY OF APPLICATION FORMS:

- (1) The Examination Branch of the Board, after the last day for submission of application forms, shall scrutinise 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.

9. 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
- (2) The crucial date specified under sub-paragraph (1) above shall be applicable only for such services/posts for which the statutory Service Rules/Recruitment Rules do not prescribe a separate crucial date

10. CONDITIONS OF ELIGIBILITY:

In order to be eligible to compete in the examination for direct recruitment to the services/post(s) under these Guidelines, 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.

11. 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.

12. SYLLABUS FOR DIRECT RECRUITMENT:

There shall be a common syllabus for direct recruitment to all Group 'B' (Non-Gazetted) posts under the Government of Mizoram 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 Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended

13. HOLDING OF WRITTEN EXAMINATION:

- (1) Written examination for direct recruitment shall be conducted by the Board in the manner as prescribed under these Guidelines 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.

14. CONDUCT OF PHYSICAL EFFICIENCY TEST OR SKILLS TEST:

Conduct of Physical Efficiency Test or 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) Physical Efficiency Test or 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) Physical Efficiency Test or Skills Test shall be qualifying in nature only and any marks whatsoever obtained by the candidates in these tests shall not be added to determine the final order of merit unless anything contrary is prescribed in the relevant recruitment rules/service rules/examination regulations.
- (3) Physical Efficiency Test shall be conducted by the Board before the conduct of written examination and candidates who are declared to have passed such tests as prescribed by the Service Rules/Recruitment Rules only shall be allowed to write the written examination
- (4) Skills Test shall be conducted by the Board after the conduct of written examination and candidates thrice 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 34 of these Guidelines.

15. 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 Guidelines:
 - a) Centre Supervisor : A Gazetted Officer with impeccable integrity not below the rank of Assistant Director 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.
 - d) Question Paper Setters: A Gazetted Officer or a retired Gazetted Officer with impeccable integrity outside the Board may be appointed
 - e) Head Examiner/Examiner: A Gazetted Officer with impeccable integrity outside the Board may be appointed
- (2) All persons appointed under these Guidelines 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 Guidelines are duty bound to maintain complete secrecy of information

- (4) No person whose close relatives are appearing in the examination for recruitment to services/posts under these Guidelines shall be appointed to discharge any of the expert duties as mentioned in sub-paragraph (1) above.

16. 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 finalise the question papers provided that the Board shall endeavour 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 Guidelines 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.

17. 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/-.

18. 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.

19. 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.

20. 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.

21. 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 should 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

22. 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.

23. ATTENDANCE LISTS:

- (1) There should be separate Attendance Lists for each session of examination conducted under these Guidelines.
- (2) The Attendance Lists shall contain candidate's name, Roll number, signature of the candidate, Question Paper series (in case of Multiple Choice 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.

24. 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 the discretion of opting for his own scribe/reader or request the Board for the same. 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) In case 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. In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The persons with benchmarked disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at *Appendix-IX*
- (4) Scribe/reader may be changed in case of emergency. The candidates are also allowed to take more than one scribe/reader for writing different papers 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, customised 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 pro-rata basis. Additional time should not be less than 5 minutes and should be in multiples of 5.
- (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

25. 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.

26. 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-X*) and then distribute it to the Invigilators for opening it in their respective rooms using Form 'B' (*Appendix-XI*).

27. 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.

28. 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-XI*) 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.

29. 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-XII*), 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.

30. DUTIES OF HEAD EXAMINER/EXAMINER:

- (1) The Examiner shall examine the answer scripts strictly in accordance with these Guidelines 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 authorised 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

31. 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-XIII* 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

32. RE-EVALUATION:

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

33. REMUNERATION:

The rate of remuneration for Officials engaged for conduct of examinations under these Guidelines shall be as follows until altered by the Government:

Sl. No.	Category	Rate of remuneration
1)	Question paper setter (Conventional type)	₹150 per question
2)	Question paper setter (Objective type)	₹20 per question
3)	Evaluation (Conventional type)	₹40 per answer script
4)	Evaluation (Objective type)	25 paise per question
5)	Centre Supervisor	₹300 per session + ₹500 lump sum on the day of seat arrangement
6)	Assistant Supervisor	₹250 per session
7)	Invigilator	₹200 per session
8)	Clerk	₹180 per session + ₹360 lump sum on the day of seat arrangement
9)	Group 'D'/Driver	₹100 per session + ₹200 lump sum on the day of seat arrangement
10)	Expert for physical efficiency test/skills test	₹500 per day
11)	Police constables on duty	₹150 per session

34. PERSONAL INTERVIEW:

- (1) Personal Interview shall be conducted by the Board in the manner as prescribed under these Guidelines 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 calibre 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 judgement, 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) 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 recuse themselves from the deliberations of the interview for such particular candidate who happens to be their close relatives.
- (7) The number of candidates to be called for Personal Interview in relation to the number of vacant post(s) is hereby fixed as follows unless anything contrary is prescribed in the relevant Service Rules/Recruitment Rules/Examination Regulations:

Number of vacant post(s)	Number of candidates to be called for interview
1	5
2	2+5 = 7
3	3+6 = 9
4	4+7 = 11
5	5+8 = 13
6	6+9 = 15
7	7+10 = 17
8	8+10 = 18
9	9+10 = 19
10 and above	Twice the number of vacant posts

- (8) 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.
- (9) The marks allotted for Personal Interview shall be fixed in relation to the total marks in the written examination as shown in the Table below unless anything contrary is prescribed in the relevant Service Rules/Recruitment Rules/Examination Regulations

Total marks in written examination	Marks for Personal Interview
200	25
400	50
600	75

- (10) 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.

- (11) 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.
- (12) 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.

35. 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 finalisation of selection for filling up of subsequent vacancies in the same service/post.

36. 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

37. 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 Guidelines, 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

38. INTERPRETATION:

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

39. 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 Guidelines with respect to any class or category of persons.

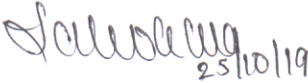
40. GENERAL:

The Government in 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 Guidelines.

Sd/- LALNUNMAWIA CHUAUNGO
Chief Secretary to the Government of Mizoram

Copy to:

1. Secretary to Governor
2. Additional Chief Secretary to Chief Minister
3. P.S. to Deputy Chief Minister
4. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
5. Sr. P.P.S. to Chief Secretary
6. P.S. to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries
7. All Administrative Departments
8. Secretary, MPSC/MIC/SEC
9. Municipal Commissioner, AMC
10. Secretary cum Controller of Examination, Mizoram Subordinate Services Selection Board
11. All Heads of Departments
12. All Deputy Commissioners
13. All wings of DP&AR
14. Website Manager, DP&AR for uploading in the official website
15. Guard File


25/10/19
(LALROHLUA)

Under Secretary to the Govt. of Mizoram
Deptt. of Personnel & Administrative Reforms

FORMAT FOR SENDING REQUISITION FOR DIRECT RECRUITMENT TO THE BOARD

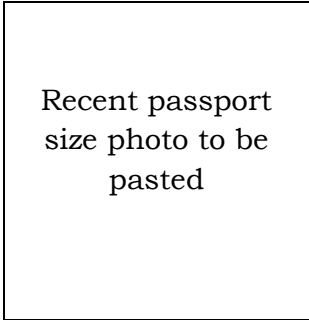
1. Name of the Department : _____
2. Name of post to be filled up by direct recruitment : _____
3. Level in the pay matrix of the post(s) to be filled up : _____
4. Number of post(s) to be filled up by direct recruitment : _____
5. (1) Number of post(s), if any, reserved for persons with benchmarked 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 *(Whether regular, contract, work-charged, co-terminus or muster roll)* : _____

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 a Gazetted officer, of the posts proposed to be filled up in case there are more than one method of recruitment prescribed in the recruitment rules : _____
13. Whether or not approval of the Competent Authority obtained for filling up of posts by direct recruitment? : _____
14. Any other relevant remarks : _____

Date: _____

(Name and signature of Officer sending the proposal)

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



- 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 : _____
- 6) Date of birth : _____
*(attach self attested
photocopy of Birth
Certificate or HSLC)*
- 7) Sex (Male or Female) : _____
- 8) Community i.e. : _____
SC/ST/OBC *(attach self
attested photocopy of the
supporting document)*
- 9) Educational and other : 1. _____
qualifications as 2. _____
prescribed in the 3. _____

- advertisement (*attach self attested photocopy of the supporting document*) 4. _____
- 10) Experience, if any : _____
(attach self attested photocopy of the supporting document)
- 11) Whether the candidate possessed working knowledge of Mizo language at least Middle School standard? : YES/NO
- 12) Indicate the list of self attested documents enclosed with the application (*i.e. Educational Certificate, ST Certificate, Birth Certificate, etc.*) : 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- 13) Whether or not the candidate is a person with benchmarked disability as defined under section 2(r) of RPwD Act, 2016? : YES/NO
- 14) If the answer at Sl. No. (13) is YES, whether or not the candidate wanted to avail the services of scribe for writing the examination? : YES/NO
- 15) If the answer at Sl. No. (14) is YES, whether or not the candidate will bring his/her own scribe OR utilize the services of scribe provided by the Board? : _____

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 TO GROUP 'B'
(NON-GAZETTED) POSTS**

[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
Paper-I	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	
	Total	200	
Paper-II	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	
	Total	200	
Paper-III (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
	Total	200	

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 Mizo 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

A D M I T

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)

- a) 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
- b) 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
- c) No candidate shall be permitted to leave the Examination Hall/Room until the time for the examination is over
- d) 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, etc. inside the Examination Hall/Room.

- 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 (1st/2nd) : _____

ROLL NUMBERS : **From** _____ **to** _____

INVIGILATOR'S SEAT

VERTICAL	HORIZONTAL							
	1 st ROW		2 nd ROW		3 rd ROW		4 th 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 Numbers	Row	Signature of Invigilators

(Name & Signature of Centre Supervisor)

APPENDIX-VI

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

- a) Use Blue or Black Ball Point Pen to mark the answers in the Answer Paper
- b) The correct answer shall be encircled properly
- c) Do not use tick mark (\checkmark) to answer the questions
- d) 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 (1st/2nd) : _____

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

(Name & Signature of Centre Supervisor)

APPENDIX-VIII

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)

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of examination) bearing roll number _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

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

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

Name and signature of the candidate with disability

Place :

Date :

Note: The undertaking should be submitted by the candidate with disability using his own scribe/reader to the concerned Centre Supervisor on the day of examination before the start of the examination session.

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 (1st/2nd) : _____

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)