



GOVERNMENT OF JAMMU AND KASHMIR,
J&K SERVICES SELECTION BOARD,
Sehkari Bhawan, Rail Head Complex, Jammu.
(www.jkssb.nic.in)

SUB:-Instructions for smooth conduct of written test.

The Written Test for various posts is being conducted on **5th of March, 2017 in single sitting / session from 10:00 A.M to 12:30 P.M.** In order to ensure smooth conduct of Written Test, the following instructions are issued **for Supervisory Staff and the aspiring candidates:-**

- (i) The Examination **Material** shall be **unsealed / sealed in presence of** either representative of **J&K Services Selection Board or the Observer** nominated by District Administration and the necessary signatures may be got from the concerned observer on the prescribed format.
- (ii) All the Supervisory Staff, including the **Centre Supervisor** must report in the examination venue one and half hour before conduct of the examination.
- (iii) **Mobile phones and other electronic gadgets** shall **not be allowed** to be carried inside the examination centres.
- (iv) The **invigilators will check** the original **admit card and ID proof** of the candidates **before allowing** them to enter the classroom or before distributing OMR sheets in the classroom. In case photograph is missing on admit card, the candidate needs to affix latest passport size photo and carry additional four photographs for pasting in the OMR attendance sheet. This should be verified with the Govt. ID proof of the candidate. No candidate should be allowed to sit in the examination without admit card.
- (v) The distribution of the OMR must be done from front to back only in a column and after the last Roll No. in the first column,

the next OMR shall be distributed from 1st desk in 2nd column and so on for the other two columns.

- (vi) The **invigilators will make following announcements** in the class room before candidates start filling details in OMR answer sheet:-
- a) *Scratching, overwriting, tick-marks and multiple answers will be considered as wrong marking.*
 - b) *Use only Blue or Black ball point pen for filling details in OMR Answer sheet. Use of pencil and gel-pen is not allowed.*
 - c) *Do not make any unnecessary marks on the OMR Sheet.*
- (vii) Distribution of Question Booklet must be done in accordance with the seat allocation matrix. (Booklets will be pre-arranged in A, B, C & D series). Place one Q.B on each seat even if the candidate is absent.
- (viii) The invigilators shall make an announcement in their respective halls/rooms that the candidates should check their Question Paper before attempting to answer any question to ensure that there is no missing question or page, blank page, damaged or defaced page in their Question Booklet. Where a candidate has reported that he/she possesses such Question Paper, at any time during the Entrance Test, it shall be the responsibility of the Invigilator to replace such Question Booklet immediately with the same Question Booklet series from the buffer of Question Papers meant for this purpose.
- (ix) Candidates are advised to reach the examination venues one and half hour earlier as otherwise they won't be allowed to enter the examination hall; however, in extreme circumstances having genuine reasons to record can be allowed upto the commencement of the examination and no extra time shall be given to the candidates.
- (x) The examination is being video-graphed. The supervisory staff shall announce in the examination centres, both orally as well as in writing that the examinees are under video surveillance.

- (xi) The Invigilators must also make announcements about the remaining time for examination at appropriate intervals.
- (xii) The Centre Supervisors shall ensure that the supervisor staff remains vigilant and they do not remain engaged in side talking which disturbs examinees and also no mobile shall be carried inside the examination hall.
- (xiii) The candidates will not be allowed to go to wash room during the Entrance Test, except in emergency caused by ill health, but in no case during the last 30 minutes of the examination.
- (xiv) No candidate will be allowed to leave the classroom before the test time is over, irrespective of any reason whatsoever.
- (xv) The Invigilators shall ensure that the candidates have filled up all the relevant boxes and bubbles on the OMR Sheet with correct Roll Number, Series, Question Booklet number etc before signing OMR Sheet.
- (xvi) There is a bubble for absentee candidates on attendance sheet. The Invigilators shall ensure that this bubble is darkened if the candidate is absent.
- (xvii) The Invigilators shall ensure that all the candidates present in the classroom have marked their attendance on the attendance sheets by putting his or her signature against his/her name.
- (xviii) The Invigilators shall give an account of the candidates present and absent which must necessarily tally with the actual number of the students present and absent.
- (xix) The Bar Code of the OMR (Answer Sheet) as well as Roll No. of the candidate may or may not vary which will have no impact on performance of the candidate. The performance of the candidate is purely dependent upon their responses on the OMR by way of proper bubbling as per the guide-lines.
- (xx) The candidate must bubble only one option in response to each question. No marks shall be given/earmarked for questions for which candidate has responded to more than one option.
- (xxi) The candidates shall bubble the correct option strictly as per the guide-lines so that the candidates responses are deciphered properly while scanning of OMR and SSB is not responsible for problems on account of wrongful recording of answers .
- (xxii) Candidate shall not be allowed to carry any calculators, mobile phones, Bluetooth devices, papers, notes, book, scanning

devices, pagers, headphone, earplugs, laptops, i-pad, table pc and / or other computing/communication devices into written test venue. Candidates found using or possessing such unauthorized materials, indulging in copying or impersonation or adopting unfair means are liable to be summarily disqualified and may also be subjected to penal action.

(xxiii) Candidates must abstain from obtaining any kind of unfair assistance.

(xxiv) Candidates may carry writing-board in the examination hall for their convenience.

(xxv) Physically challenged candidates shall preferably be allotted seats in the ground floor for appearing in the examination.

Sd/-

(Mohammed Shahid Saleem) KAS,
Secretary,
J&K Services Selection Board,
Jammu.

No. SSB/Secy/Sel/2017/2367-82

Dated: 23-02-2017.

Copy to the:-

1. Principal Secretary to the Hon'ble Chief Minister J&K.
2. Principal Secretary to the Hon'ble Governor, J & K State.
3. Commissioner/Secretary, GAD for information.
4. Divisional Commissioner, Jammu/ Kashmir for information.
5. Director, Information Department, J&K Government, Jammu/Srinagar with the request to publish the said notification in local newspaper of Jammu/Srinagar appropriately.
6. Deputy Commissioner _____ district, for information.
7. Director Colleges, J&K, Civil Secretariat, Jammu for information.
8. Director Technical Education, J&K, Civil Secretariat, Jammu for information.
9. Director School Education, Kashmir/Jammu for information.
10. Director, Radio Kashmir, Jammu/Kashmir. He is requested to kindly broadcast the above said notification appropriately.
11. Director, Doordarshan Jammu/Srinagar. He is requested to kindly telecast the above said notification appropriately.
12. Administrative Officer, J&K Services Selection Board, Jammu /Srinagar.
13. Principal Pvt. Secretary to Chief Secretary J&K Government, Jammu.
14. Pvt Secretary to Chairperson SSB, for information of the Ld. Chairperson.
15. Incharge Website for uploading of the Notice on the official website of the Board.
16. Notice Board.