

Guidelines for the Written Examination scheduled to be held on 05-12-2021 for the Recruitment to the posts of Group-D(Peon Grade) vide Advertisement No.F.2(17)(b)-DJ/N/DMN/2035, dated 05-04-2021 published by the office of the District & Sessions Judge, North Tripura, Dharmanagar.

Guidelines for Examination Centres

A. Highlights of Activities

- 1) Date of Written examination : **05-12-2021(Sunday)**
- 2) Seating Plan for the all centres should be displayed centrally at the prominent place(s) of all centres to ease finding of respective seats by the candidates.
- 3) Candidates will not be allowed to enter into the examination centres with any belongings other than:
 - a) Call Letter(for written examination)
 - b) Photo Identity card
 - c) Ball Point Pen (for writing)
- 4) Before commencement of the written examination, Invigilator(s) will please make an announcement to the candidates to ensure the following:
 - a) They do not have mobile phones, any electronic device, papers etc. Other than those mentioned in point (3) above.
 - b) To write their names, roll numbers etc at the appropriate place(s) of Question and Answer Sheets.
 - c) To use Ball Point Pen for writing.
 - d) To put full signature on Question and Answer Sheets and Attendance Sheet. Signature in capital letters is prohibited.
 - e) Not to practice any rough work anywhere other than the place provided in Question and Answer Sheets.
 - f) Minor spelling/printing error on Call Letter for written examination/Attendance Sheet, if any, may be viewed leniently.
 - g) Candidates are not allowed to go to washroom/toilet during **first one hour and last 15(fifteen) minutes** of the written examination.
 - h) It is mandatory for the candidates to stay inside the examination hall till the end of scheduled time of the written examination.
 - i) After proper submission of Question and Answer Sheets at the end of scheduled time of the written examination candidates will not be allowed to take away their respective Question and Answer Sheets.
 - j) Schedule for Ringing bell:

Sequence of Events	Written Examination for Recruitment
1. Entry into the Examination Hall	11.00 A.M.
2. Call Letter Checking	11.30 A.M. to 11.45 A.M.
3. Written Examination shall start at	12.00 Noon
4. Written Examination shall Conclude at	02.00 P.M.

B. Engagement of Supporting Personnel

- 1) Observer
- 2) Centre-in-Charge (one)
- 3) Invigilators (For every 30 candidates or one part thereof, there should be one Invigilator. However, there should be at least two Invigilators in a room irrespective of number of candidates in that room.
- 4) Group-D(Peon grade) (one or more, if required)(Examination centre wise)

C. Seating Arrangement

The Centre-in-charge will please ensure the following steps for seating of the candidates :

- 1) Room arrangement as per Roll Number at the entry point to be displayed for easy identification of respective room of the candidates.
- 2) Slips bearing Roll Number of candidates shall be affixed on corresponding desk in such a manner that candidates do not face any problem to identify the seats allotted to them.

D. Admission into the Examination Room

- 1) A candidate appearing in a written examination will have to produce her/his Call letter for written examination, 2021 and one photo identity card in original i.e. (AADHAR Card/PAN Card/Passport/Driving Licence/Voter ID card) to the Centre-in-Charge/Centre-Superintendent/Invigilator of the written examination centre for admission into the written examination Hall.
- 2) Candidate shall be present at the examination centre 30 minutes before the scheduled time of the examination and shall take the allotted seats in the examination Hall.
- 3) A candidate suffering from any contagious disease shall not be admitted into the examination room along with other candidates. If any such case is brought to the notice of the concerned authority of the examination room, a separate arrangement is to be made for such candidate.

E. Distribution of Question & Answer Sheets

- 1) Invigilators are to receive sealed packet of Question & Answer sheets for the examination room as assigned from the Centre-in-Charge of the examination centre. It is to be noted that no sealed packet of Question & Answer sheet is to be opened in the room of Centre-in-Charge of the examination centre or elsewhere other than the examination Hall.
- 2) Sealed packets of Question & Answer sheets are to be opened in front of the candidates present after having a declaration by the invigilator(s) on duty in the examination Hall.
- 3) Distribution of Question & Answer sheets among the candidates must be completed just at the scheduled hour. Question paper & Answer sheet should never be placed on empty bench where there is no candidate seated.

F. Misconduct and Unfair Means

Candidates shall maintain silence in the Examination Hall and any disturbance in the examination room shall be deemed as misconduct. If any candidate is found using unfair means or impersonating, **she/he will be expelled immediately by the Observer**, instances of misconduct unfair means are as follows:

1. If any candidate is found in possession of any items such as mobile phone, textual material (printed or hand written), bits of papers, geometry/pencil box, plastic pouch, hand/carry bag, calculator, writing pad, pen-drive, eraser, electronic pen/scanner, cardboard or any electronic item which can be used for communication inside the examination room.
2. If a candidate leaves the room before expiry of the scheduled time of the written examination.
3. If a candidate is found to use of any writing/marketing device other than that Ball Point Pen.
4. If a candidate helps another candidate or obtains help from another candidate or communicates with another candidate or any other person inside or outside the written examination Hall after commencement of the written examination.
5. If a candidate write anything other than the required information on Question and Answer Sheets or leaves the examination room without submitting the Question and Answer Sheets duly signed by the candidate.
6. If a candidate misbehaves, intimidates or assaults any person connected with the conduct of the written examination or refuses to comply with the instructions of the written examination officials or refuses to take seat assigned to her/him.
7. If a candidate practices rough work on space(s) other than page(s) attached along with Question and Answer Sheets.

G. Expulsion of a candidate for misconduct

The Observer of a examination centre will be the competent authority to expel a candidate from a examination Hall for misconduct and to debar her/him from taking the remaining part of the written examination. In case of expulsion, the Question and Answer Sheets of the candidate must be sent in a separate envelope with the specific report of the same from the concerned authority.

H. Collection of Answer Sheet at the end of the written examination.

Care should be taken while collecting the Question and Answer Sheets at the end of the written examination. Following points are to be taken into consideration during collection of the Answer Sheet:

1. None can submit Question and Answer Sheets before the scheduled hours of the written examination.
2. Invigilators must check that the number of Answer sheet is exactly same as the number of candidates present in the examination room.
3. After collection of Answer Sheets at the end of the written examination in each room Invigilator is to record the same and put her/his full signature at specified place of the TOP SHEET FOR PAPER ENVELOPE (PROFORMA-8) after affixing the same on the paper envelope and then place Answer Sheet inside the envelope very carefully for handing over the same to the Centre-in-Charge without sealing.


I. Packing of Question and Answer Sheets, Attendance Sheets, Steel trunk & Keys.

The Centre-in-Charge will please initiate and ensure the following steps for packing of Answer Sheets at the end of the written examination:

1. On collection of unsealed paper envelope containing Answer Sheet from each examination room the Centre-in-Charge and Observer must check that the number of Question and Answer Sheets matches exactly with the number of candidates signed as per Attendance Sheet.
2. After verification the Centre-in-Charge will sign **Profoma-8** and then arrange sealing of the paper envelope.
3. Envelopes are then to be sealed with proper seal and to be wrapped securely by cloth and the **TOP SHEET FOR CLOTH COVER (PROFORMA-9)** is to be affixed on the same after signing by the Centre-in-Charge and Observer and be sealed with sealing wax using metal seal.
4. Signed Attendance Sheets collected from each room be placed in big envelop and be stapled and sealed with proper seal.
5. Sealed packet of Answer Sheets wrapped by cloth and the big envelope containing Attendance sheets are to be placed in steel trunk and be locked and sealed by using paper seal with wax seal.
6. Finally, the Keys of the locks be placed in the packet as supplied by the Office of the District & Sessions Judge, North Tripura, Dharmanagar and be sealed separately.

J. Unused Answer Sheets, Questions Paper & Other materials.


The Centre-in-Charge will place unused Question and Answer Sheets, Question Paper and all other materials in the steel trunk or in a separate cloth cover and arrange for proper sealing for handing over to the Observer of the concerned examination centre.


District & Sessions Judge,
North Tripura: Dharmanagar
(Chairman, Selection Committee for
recruitment to the posts of Group-D
(Peon Grade)

MANUAL FOR OBSERVER : WRITTEN EXAMINATION FOR WRITTEN EXAMINATION TO THE POSTS OF GROUP-D(PEON GRADE) FOR SUBORDINATE JUDICIARY OF TRIPURA TO BE HELD ON 05-12-2021

Highlights of Activities :

1. Observer will please collect confidential and other materials from the District & Sessions Judge, North Tripura, (Chairman, Selection Committee) on the day of written examination sharp at 8.00 A.M. positively.
2. Observer will reach the examination centre by 11.00 A.M. on the day of written examination.
3. On reaching the written examination centre, the Observer will hand over all confidential papers and other materials to the Centre-in-Charge of the concerned Examination Centre.
4. Observer is to ensure that sealed packets of Question and Answer Sheets are opened by the Invigilators inside the examination halls in presence of the candidates with a declaration by the Invigilator(s).
5. Observer is to ensure that unused Question and Answer Sheets are to be deposited with the Centre-in-Charge alongwith filled in **Proforma-7** duly signed by the Invigilator(s).
6. The Observer is requested to extend her/his co-operation to the Centre-in-Charge for fair, smooth and peaceful conduct of the written examination.
7. It is the utmost duty of the Observer to ensure that used Question and Answer Sheets are packed and sealed room-wise after completion of the test on physical verification of number of Question and Answer Sheets with the number of candidates present in that room as per attendance record.
8. The Observer is requested to verify that Attendance Sheets of all the rooms of the examination centre is placed inside the big envelope and number of candidates is exactly same as per record of Attendance Sheets.
9. The Observer is requested to ensure that the Question and Answer Sheets, Attendance Sheets, Steel Trunk and Key is properly packed and sealed after the end of the written examination.
10. After the official procedure of collecting everything from the examination centre, the Observer of the concerned examination centre will hand over the following to the District & Sessions Judge, North Tripura, Dharmanagar (the Chairman, Selection Committee):
 - i) Sealed Steel Trunk containing used Question and Answer Sheets & Attendance.
 - ii) Sealed Steel Trunk or packet of containing unused Question and Answer Sheets, all other papers and materials.
 - iii) Sealed packet of Keys.


District & Sessions Judge,
North Tripura: Dharmanagar
(Chairman, Selection Committee for
recruitment to the posts of Group-D
(Peon Grade)

INVIGILATORS' FUNCTION : WRITTEN EXAMINATION FOR RECRUITMENT TO THE POSTS OF GROUP-D(PEON GRADE) FOR SUBORDINATE JUDICIARY OF TRIPURA TO BE HELD ON 05-12-2021

A. GENERAL GUIDELINES

1. Invigilators are to report to the Centre-in-Charge of the Examination Centre at least 1 hour 30 minutes before and enter into the allotted Examination Halls 35 minutes before commencement of the examination positively.
2. Ensure that candidates have taken their seats as per arranged seat plan.
3. Invigilators must not allow any candidate into the Examination Hall after 11.45 P.M.
4. Ensure that candidates **must not have** mobile phone, textual material (printed or hand written), bits of papers, geometry/pencil box, plastic pouch, hand/carry bag, calculator, writing pad, pen-drive, eraser, electronic pen/scanner, cardboard or any electronic item which can be used as communication device inside the Examination Hall.
5. Invigilators will confirm photograph and signature of the candidate as illustrated on the Admit Card match with the photograph and signature of the photo identity card of the candidate in original (like, AADHAR Card/PAN Card/ Passport / Driving Licence/ Voter ID card etc.) and physical look of the candidate concerned.
6. Instruct the candidates to use only **ball point pen** for writing.
7. Use of pencil, eraser, or correction fluid is strictly prohibited.
8. Invigilators will guard against malpractice and misconduct of candidate.
9. Any malpractice or misconduct by candidate is to be reported immediately to the concerned authority.
10. Invigilators will never assist candidate concerning question and answer during the examination hours.
11. No candidate is allowed to leave the examination hall until the candidate submits her/his Question Answer sheets at the end of the schedule hours of the written examination.
12. No candidate will be allowed to go to washroom during the **first one hour and last 15(fifteen) minutes** of the written examination.
13. Ensure that two candidates are not allowed to go to washroom simultaneously from the same Examination Hall.
14. Candidate must never carry Question Answer Sheets or any paper outside the Examination Hall during her/his temporary absence.
15. If any Observer complains against any invigilator in writing, the matter would be inquired into for necessary action.

B. PROCEDURE TO BE FOLLOWED WITH RESPECT TO QUESTION ANSWER SHEETS

1. Question Answer Sheets is to be distributed exactly on commencement of the written examination.
2. Question Answer Sheets should never be placed on empty bench where there is no candidate seated.
3. Replace Question Answer Sheets in case of any defect(printing/page missing etc.) is brought to notice of the Invigilator by any candidate.

4. Invigilators must put their full Signatures at the specified space of the Attendance Sheets of every candidate on verification of the same. While putting signature on the Attendance Sheets the invigilator shall ensure that name, roll number and full signature are given correctly by the candidate.
5. Candidate is not to be permitted to take her/his Question Answer Sheets at the end of the written examination.


C. PROCEDURE TO BE FOLLOWED WITH RESPECT TO ATTENDANCE SHEET

1. Attendance Sheet is designed in a way where candidate's full signature, photographs and Roll No. is illustrated.
2. Ensure that every candidate puts her/his signature on the Attendance Sheet during identification of the candidate by the Invigilator.
3. Absentee candidates should be marked by writing ABSENT in red ink on the Attendance Sheet.

D. PROCEDURE TO BE FOLLOWED WITH RESPECT TO PROFORMA

1. Identification of Proforma will help using the same properly, since different Proforma for different purpose will be required in conducting Written Examination for the recruitment to the posts of Group-D (Peon grade).
2. Proforma 1, Proforma 2, Proforma 3, Proforma 4 relates to confidential paper and materials received and dispatched and Proforma 9 is the top sheet for cloth cover in which Invigilators have nothing to do.
3. Proforma 5 is statement of room-wise absentee, Proforma 6 is statement of confidential papers, Proforma 7 is Invigilator's statement of room-wise confidential papers and Proforma 8 is top sheet for paper envelope for Question and Answer Sheets.
4. Invigilators are to ensure that Proforma 5, Proforma 6, Proforma 7 and Proforma 8 are correctly recorded with full signature of the Invigilator(s) to avoid any complications.

Note: While affixing Proforma 8 on paper envelope it must be ensured that no adhesive substance gets into contact with Question and Answer Sheets, since this will spoil the Question and Answer Sheets and evaluation of the same becomes impossible.


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