

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

SUB:-Instructions for smooth conduct of written test.

The Written Test for the post of Jr Staff Nurse, (Health and Medical Education Department ((05 newly created GMC's)), Divisional Cadre Jammu/Kashmir Item No's 001, 002, 003 004 and 005 of Advertisement Notification No 08 of 2019 is being conducted on 02<sup>nd</sup> February, 2020 from 12.00 NOON to 02:00 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 necessary signatures 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 start 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. 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 1<sup>st</sup> desk in 2<sup>nd</sup> column and so on for the other columns.
- (vi) The invigilators will make the 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 candidates having genuine reasons, to be recorded in writing, can be allowed upto the time of commencement of the examination. However, no extra time shall be given to the candidates in any case.
- (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 supervisory staff remains vigilant and they do not remain engaged in side talking which disturbs examinees and that they do not carry mobile phones 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 present candidates on attendance sheet. The Invigilators shall ensure that this bubble is darkened if the candidate is present.
- (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 marking of the result 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 darken one bubble only corresponding to the chosen option, in response to each question. No marks shall be given/earmarked for questions for which candidate has darkened more than one bubble a question to answer.
- (xxi) The candidates shall darken the correct bubble (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.

(Ranjeet Singh) KAS,  
Secretary,  
J&K Services Selection Board,  
Jammu.

No. SSB/Secy/Sel/2020/1028-43

Dated: - 27 - 01 -2020.

Copy to the:-

1. Principal Secretary to the Hon'ble Governor.
2. Commissioner/Secretary, GAD for information.
3. Divisional Commissioner, Jammu/ Kashmir for information.
4. Director, Information Department, J&K Government, Jammu/Srinagar with the request to publish the said notification in local newspaper of Jammu/Srinagar appropriately.
5. Deputy Commissioner \_\_\_\_\_ district, for information.
6. All the Members of the J&KSSB.
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, All India Radio, 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. Pvt Secretary to Chairman SSB, for information of the Chairman.
14. Incharge Website for uploading of the Notice on the official website of the Board.
15. Notice Board.