

GOVERNMENT OF JAMMU AND KASHMIR
JAMMU & KASHMIR SERVICES SELECTION BOARD
Hema Complex, Sector -3, Channi Himmat, Jammu/ Zamzam Complex Rambagh Srinagar.
www.jkssb.nic.in

Subject:-Conduct of OMR based written test for the post of for the posts of Accounts Assistant (Finance Department), being conducted on 06th of March, 2022 in single sitting / session from 12:00 noon to 02:00 P.M– Instructions for supervisory staff thereof.

The OMR Based Written Test for the posts **of Accounts Assistant (Finance Department), UT Cadre advertised vide Advertisement Notification No 04 of 2020, Under Item No 106** is being conducted on **06th of March, 2022 in single sitting / session 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 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 two and half (2½) 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 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 a valid 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 classroom 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 two and half hour earlier as otherwise they won't be allowed to enter the examination hall.
- (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 CCTV surveillance.
- (xi) The Invigilators must also make announcements about the remaining time for examination at appropriate intervals.
- (xii) The Centre Superintendent shall ensure that the supervisory staff remains vigilant, and they **do not remain engaged talking which disturbs examinees and that they do not carry mobile phones/devices/etc inside the examination hall.**
- (xiii) The candidates will not be allowed to go to washroom during the 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) 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. The Invigilators shall also ensure that the bubble of present candidate is darkened on the attendance sheet.

- (xvii) 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.
- (xviii) 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 guidelines.
- (xix) The candidate must darken one bubble only corresponding to the chosen option, in response to each question. There shall be negative marking if the candidate has darkened more than one bubble a question to answer.
- (xx) 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.
- (xxi) **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.**
- (xxii) Candidates must abstain from obtaining any kind of unfair assistance.
- (xxiii) Candidates may carry writing-board in the examination hall for their convenience.

COVID-19 RELATED INSTRUCTIONS

- 1- The "SOP issued by MoHFW /J&K Government on preventive measures will be followed by all concerned while conducting/appearing in examination to contain spread of CO VID-19
- 2- Report one and a half hour before start of the Examination.
- 3- Wearing of face mask and sanitizing of hands are mandatory and the candidate shall not spit in the Venue of Examination premises. However, candidate will have to remove his/her face mask as and when asked by the J&K Services Selection

Board functionaries/Supervisory Staff deployed in the Examination Hall, for verification purposes.

- 4- In case a candidate is COVID positive, he / she should inform Centre Superintendent of the concerned Centre on the day of examination alongwith necessary medical report so that appropriate sitting arrangement can be made by the Centre Superintendent.
- 5- Social distancing of two meters is mandatory throughout, from entry to exit in the Venue of Examination premises.
- 6- Strictly follow respiratory etiquette, this involves strict practice of covering one's mouth and nose while coughing/ sneezing with a tissue' handkerchief /flexed elbow and disposing off used tissues properly.
- 7- Important Instructions for the exam and Advisories regarding COVID-19 have also been issued to the candidates in their respective Admit Cards. All candidates should download their ***Latest Admit Card***, carefully read the Instructions and Advisories for COVID-19 given therein and strictly adhere to them.
- 8- Candidates will be allowed to carry only the following items with them into the examination venue:
 - **Admit Card along with Self Declaration/Undertaking (available on the Admit Card) regarding recent health status of the Candidate.**
 - **Valid ID proof.**
 - **Personal transparent water bottle.**
 - **Additional passport size photograph for pasting on attendance sheet:**
 - **Personal hand sanitizer**
 - **Mask;**
 - **PwD Certificates Scribe and Scribe related documents, if applicable.**
 - **Ball pen.**

(Ashok Kumar) JKAS,
Controller of Examination,
J&K Services Selection Board,

No.:- SSB/COE/2022/2173

Dated :- 04-03-2022.