

GOVERNMENT OF JAMMU AND KASHMIR
J&K SERVICES SELECTION BOARD
Hema Complex, Sector No. 3, Channi Himmat, Jammu
(www.jkssb.nic.in)

NOTICE

Subject: Instructions for candidates appearing in OMR Based Objective Type Written Examination for the posts of Class IV – regarding

Through the medium of this notification, following instructions are hereby issued for information of the candidates appearing in the OMR based objective type written test for the post of **Class IV on 27th, 28th of February and 1st of March 2021 from 12.00 noon to 2.00 p.m. across the UT of J&K:-**

- 1- Candidates are advised to download the latest admit card from official website of the Board i.e www.jkssb.nic.in as few examination centres and date of examination of some candidates have been changed due to unavoidable circumstances.
- 2- Candidates must report one and half hour before start of the examination.
- 3- The Candidates are allowed to use **only Blue or Black ball point pen for filling details in OMR Answer sheet. Use of pencil and gel-pen is not allowed.**
- 4- The candidates should check their Question Paper before attempting to answer any question to ensure that there is/are no missing question(s) or page(s), blank page(s), damaged or defaced page(s) in their Question Booklet. In case candidate notices that he/she possesses such Question Paper, at any time during the examination, he / she shall inform the Invigilator regarding the same to replace such Question Booklet immediately. No complaint shall be entertained after the examination is over.
- 5- The candidates are advised to carefully read all instructions on OMR sheet before attempting to answer the questions
- 6- The candidates shall fill up all the relevant boxes and bubbles on the OMR Sheet with correct Roll Number, Series, Question Booklet number etc before signing OMR Sheet.
- 7- The candidates must not scratch, overwrite, tick mark in the OMR answer sheet. Multiple answers will be considered as wrong answer.

- 8- The candidate must darken one bubble only corresponding to the chosen option, in response to each question strictly as per the guidelines so that the candidates' responses are deciphered properly while scanning of OMR. J&K SSB shall not be responsible for problems on account of wrongful recording of answers. There shall be negative marking if the candidate has darkened more than one bubble.
- 9- The Correct and Wrong method of darkening the circle on the OMR Answer Sheet is shown below



- 10- The candidates are advised to maintain proper discipline and follow the instructions properly.
- 11- The candidate shall not engage themselves in **side talking which would disturb the examination.**
- 12- The candidates will not be allowed to use 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.
- 13- No candidate will be allowed to leave the classroom/examination hall before the culmination of test, irrespective of any reason whatsoever.
- 14- The candidates shall mark their attendance on the attendance sheets by putting his or her signature against his/her name.
- 15- Candidate are **not 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 or electronic gadget into examination centre at any circumstances.** 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.

- 16- Candidates can carry writing-board, transparent water bottle, personal hand sanitizer, mask, ball pen and PwD Certificates Scribe and Scribe related documents, if applicable in the examination hall for their convenience.
- 17- Candidates must abstain from obtaining any kind of unfair assistance.
- 18- Impersonation or use of unfair means by any candidate will make him / her liable for disqualification / cancellation of candidature.
- 19- Candidates are further advised to carry with them **two recent Pass port size Photographs for pasting the same on the Attendance Sheet (if required)** along with a valid identity proof. No candidate would be allowed to sit in the examination without Admit Card and any one of the valid **I.D. proof(s) like Aadhar card, Driving License, Passport, PAN Card, Voter card, valid Identity Card issued by School/ College / University/ Government.**
- 20- The Venue of the Examination shall be mentioned in the Admit Card.
- 21- OMR answer sheet consists of three copies, the original copy, duplicate copy & Triplicate Copy. Do not attempt to separate or displace them while answering. The candidate is allowed to take Green colour (Triplicate copy) only post completion of Examination.
- 22- **Original pink colour OMR and Blue colour duplicate OMR answer sheets to be mandatorily submitted.** Action shall be taken against candidate(s) found carrying Original **pink colour OMR or Blue colour duplicate OMR answer sheets** and his /her candidature will be summarily rejected.
- 23- A dedicated helpline numbers has been established by the Services Selection Board to answer the queries of the candidates which shall function from 9.30 a.m. to 5.30 p.m. on the all working days. Candidates are advised to contact the following dedicated helpline numbers for any clarification:-

0191 – 2461335 = Jammu.
0191- 2461346 = Jammu.
0194 - 2435089 = Srinagar.
9513850012

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- 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.
- 3- 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.
- 4- Social distancing is mandatory throughout, from entry to exit in the Venue of Examination premises.
- 5- 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.
- 6- 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 carefully read the Instructions and Advisories for COVID-19 given therein and strictly adhere to them.
- 7- Entry Time for candidates has been mentioned in the Admit card. Exit time will be decided by the Supervisor of the Centre concerned.

Controller of Examinations
J&K Services Selection Board
Jammu

No.SSB/Class IV/2021/1662-69

Dated: 21 .02.2021

Copy to the:-

- 1- Principal Secretary to the Hon'ble Lieutenant Governor, J&K
- 2- Commissioner/Secretary to Government, General Administration Department, Civil Secretariat, for information.
- 3- Director Information JK UT with the request to publish the notice in the leading newspapers of Jammu & Kashmir.
- 4- Pvt. Secretary to Chief Secretary for the information of the worthy Chief Secretary.
- 5- Pvt. Secretary to Chairman, JKSSB, for the information of Chairman
- 6- Pvt. Secretary to Secretary, JKSSB, for the information Secretary
- 7- I/c Website.
- 8- Stock file