

**Guidelines for  
Centre Superintendents  
and  
Deputy/Assistant Superintendents  
2014**



**Directorate of Medical Education & Research, Haryana,  
Panchkula**

## Contents

I.	Important points for centre Superintendents
II.	Seating Arrangements and other matters related to conduct of Examinations
III.	Issue of Answer Books and their Custody
IV.	Norms for Appointment and duties of Centre Superintendents, Deputy Superintendents & Writing of Roll Nos. and Checking Identity
V.	Procedure for Opening of Question Paper packets/distribution of question papers
VI.	Rules for dealing with Un-fair means cases- General/Identification and Reporting / Imposition of Penalties/ Guidelines to deal with them
VII.	Packing and Despatch Procedure of Answer Books

## APPENDICES

A.	Duties and Responsibilities of the Bank Manager, Treasury Officers, Principals, Centre Superintendents
B.	Instructions for Deputy Superintendents/Deputy/Assistant Superintendents
C.	Directions for Candidates
D.	Statement of Candidates Appeared(DMER Form No. )
E.	Proforma of Consolidated Absentee Statement
F.	Proforma for forwarding Unfairmeans cases
G.	Proforma of Attendance Sheet
H.	Proforma of Duplicate Admit Card
I.	Contingent Charges and Remuneration payable to person involved in conduct of Examinations
J.	Important Telephone Numbers

**CHAPTER-I**  
**IMPORTANT POINTES FOR CENTRE SUPERINTENDENTS**

Note: It is obligatory for the Head of affiliated school to act as Centre Superintendent as and when appointed by the Directorate and to ensure fair and smooth conduct of examinations. The Centre Superintendent must ensure.

- 1.1. That the Guidelines for Centre Superintendents and Deputy/Assistant Superintendents are carefully read understood and noted by all concerned.
- 1.2. That there is peace in the school campus during the examination time so that the attention of the examinees is not disturbed.
- 1.3. That date sheets and directions for the candidates are displayed outside the examination hall at conspicuous place(s);
- 1.4. That it is utmost importance that the packets(s) of question papers which are meant for a particular day are opened 30 minutes before the prescribed time on the day of examinations.
- 1.5. Candidates be given additional time of 15 minutes before they start writing their answers. This time should be given exclusively for reading and understanding the questions papers.
- 1.6. That questions paper are distributed at the precise time given in the date sheet. In case of delay in the commencement of examination at the scheduled time due to some unforeseen circumstances, the time so lost in the process must be compensated and a certificate duly signed by the Centre Supdt., and at least two Deputy/Asstt. Supdts. be sent to the Controller of Examinations.
- 1.7. That the Deputy/Assistant Superintendents return to the Centre Superintendent spare copies of the question paper after 15 minutes of the commencement of the examination every day. The question papers for late comers., if any, will be issued separately by the Centre Superintendent.
- 1.8. That various entries made by the Candidates on the answer books are verified by the Assistant/Deputy Superintendent immediately after 30 minutes of commencement of the examination;
- 1.9. That candidates are instructed not to write their name, roll no. or make any distinguishable sign or mark anywhere inside the Answer Book;
- 1.10. That no candidate is permitted to bring into the examination hall books, papers or reference of any kind connected with the examination. Centre Superintendent or Deputy/Asstt. Supdt. is authorised to physically check the candidates at entry point and/or any time during the examination. **Where ever any physical checking of a person or candidate is involved, in case of female candidates, it should be invariably ensured that it is done by a lady official;**
- 1.11. That the candidates are informed each day that any one found carrying any paper/note or written material in his/her possession shall be deemed to have used unfair means in the Examination and shall be liable to be punished according to the Regulations/Bye laws of the Directorate and various provisions of criminal procedure code/Indian Penal Code.
- 1.12. That no person other than Centre Superintendent/Assistant/Deputy Superintendent and Officers of the Society or any person duly authorised by the Controller of Examinations on his behalf is allowed to enter or move about in the examination rooms or hall;
- 1.13. That school clerks, peons and data entries are not allowed to enter in any room while the examination is on except with permission of the Centre Superintendent and Assistant/Deputy Superintendent.
- 1.14. At the conclusion of the examination, the material as detailed in Para 7.6 be despatched without delay.
- 1.15. That in the event of any special circumstances which necessitates deviation from the instructions the Centre Superintendent shall report his action immediately to the Controller of Examinations.
- 1.16. That in case of emergency, Controller of Examinations may be contacted on telephone numbers(s) as given in Appendix;

- 1.17. That answer-books of unfair means cases be sent in envelopes provided along with centre material duly sealed, to the Controller of Examinations. In case the envelopes have not been received, the answer-books be packed and sent as per the Instructions given in these guidelines.
- 1.18. Electronic equipments like calculators, tape recorders, pagers, mobile phones etc. are Neither allowed, Nor can be used during invigilation period.
- 1.19. In the attendance sheet, the subject(s)/paper in which candidates remain absent is encircled with RED INK and words- ABSENT written by the Assistant/Deputy Superintendent in the column meant for the signature of the candidate.
- 1.20. Attendance sheets are correctly filled in Sr. No of the answer book/ supplementary answer-book and time of return of the answer book after the examination is invariably mentioned in the specified columns. Before the attendance sheets are returned to the Directorate, each attendance sheet must be countersigned by the Centre Superintendent.
- 1.21. That used answer books have to be packed and despatched to the Directorate in accordance with the procedure outlined in the instructions (Chapter VII);
- 1.22. Soon after the examinations are over, statement of candidates appeared (Appendix -D), all attendance sheets duly signed by the Centre Superintendent and duplicate copies of the seating plans are sent to the Directorate emailed. That the Deputy/Assistant Superintendents be instructed to write down the main instruction as under on the back Society to enable the candidates with hearing difficulty to understand the instructions better:-
- 1.26 Only blue-black or royal blue ink/ball point pen should be used;
  1. Answer-books and question papers be checked to see that they are not defective and that they contain the correct no. of pages. In case any page of the answer book/question paper is missing the same should be brought to the notice of the Asstt. Supdt immediately.
- 1.27 In case any page(s) of the Answer Book or supplementary Answer Book is / are found missing/ torn at the Examination Centre or is/are reported so by the candidate, the same be recorded on the answer book by the Asstt. Supdt. and a written report be given to this effect with details along with the report of the Asstt. Supdt. to the Controller of Examinations.
- 1.28. Candidate be permitted to use only blue-black or royal blue ink/gel/ballpoint pen. Case(s) of candidates using any other writing instrument/ink/pencil for writing on the answer book(s) be reported to the Controller of Examinations Cases of Answer books left blank by the candidate(s) be also reported to the Controller of Examinations.

## CHAPTER-II

### SEATING ARRANGEMENTS AND OTHER MATTERS RELATED TO THE CONDUCT OF EXAMINATIONS

- 2.1.1. The Directorate is very keen that examination is conducted smoothly and efficiently. The standard of efficiency and precision with which the examinations are conducted will ensure fair and smooth conduct of examinations. It may be ensured that in the process of conduct of the examinations nothing should be left to chance. **The Centre Supdt.(s) should approach the local police authorities for ensuring that adequate police force at the place of custody of the question papers and at the examination centre is made available by them. The State law enforcing authorities have also been requested to provide adequate police force at the place of custody of question papers and the examination centres.**
- 2.1.2. As a supervisor of the Examination Centre, the Centre Superintendent has a great responsibility. Efficient conduct of the examination at the examination centre is the prime concern of the Centre Supdt. candidates and the public at large.
- 2.1.3. The Centre Superintendent should ensure that Deputy/Assistant Superintendents carry out the instructions, various tasks as set out in these Guidelines meticulously.
- 2.1.4. **The Centre Superintendent should be present in the Examination Hall throughout the duration of the examination. He should not leave the centre till the conclusion of the examination and dispatch of answer books etc.**
- 2.2 Seating Arrangements and conduct of Examination
- 2.2.1. Before the commencement of the examination, the Directorate will furnish to each Centre Superintendent a list showing roll no(s) and names of candidates who will appear at the centre of examination, the subjects offered by them and statements showing total number appearing in each subject of examination.
- A day before the commencement of the examination, each Centre Superintendent shall see and ensure that the arrangement of the examination tables and seats is satisfactory. He shall particularly see that the candidates are allotted seats in such a way as to render all communication between them impossible. The roll No. of each candidate should be prominently shown on each desk/table, so that the candidate has no difficulty in finding out his/her allotted seat. The candidate must be seated sufficiently apart to prevent collusion.
- 2.2.2. The seating arrangement should be made in such a manner that number of seats in each vertical row is not divisible by three.
- 2.2.3 In the seating plan for each room, roll number of the candidate who is absent be encircled with red ink indicating 'ABSENT' .
- 2.2.4 Centre Superintendent should be careful about making arrangement for toilets for use by the candidates. A record showing the frequency of the use of the toilet by each candidate should be kept.

- 2.2.5 Drinking water facilities may be made for the candidates in such a way that they do not have to waste time in searching for the same.
- 2.2.6 Combined seating plan of all the rooms/halls should be displayed each day only for the examination of the day at a prominent place of the venue. Seating plan for each Hall/room should also be displayed outside each room but not earlier than two hours before the commencement of the examination.
- 2.2.7 The Assistant/Deputy Superintendent(s) should be asked to ensure that the candidate are seated strictly in accordance with the seating plan.
- 2.2.8 The doors should be opened 45 minutes before the time specified for the commencement of Exam. on the first day and 30 minutes on the subsequent days. Candidates should be advised to be in their seats 30 minutes before the scheduled commencement of the examination. After the commencement of the examination, normally no candidate who is late by more than 30 minutes be admitted. In case, the Centre Superintendent is satisfied that the delay is on account of a bona fide reason he/she may admit a candidate up to 30 minutes extendable up to 45minutes in extraordinary circumstances of the commencement of the examination and send a detailed report about the same to the Directorate. But no extra time would be given to the candidate for completing his/her exam. Admission of any candidate to the examination hall in contravention of these instructions shall be considered invalid for that particular paper.
- 2.2.9 **No candidate should be allowed to appear at an examination centre to which he has not been allotted unless specific written previous permission by the directorate has been granted.**
- 2.2.10 Name of some candidates might have been left out in the list though they might be having the admit card with roll no. issued by the society for appearing at the same centre (and not for other centre). Such candidates should be allowed to appear provisionally after verifying his/her identify and the candidature be confirmed from the directorate the same day.
- 2.2.11 Smoking and taking tea, refreshment etc. By the candidates in the Examination Hall/Room is not permitted.
- 2.2.12 Loaning or interchanging of articles by the candidates in the Examination Hall/room is not permitted.
- 2.2.13 The Centre Supdt. should direct the Deputy/Asstt. Supdts. to ensure that the examination is conducted peacefully and smoothly maintaining strict discipline. He should further direct the Deputy/Asstt. Supdts. to ensure that candidates(s) does/do not adopt unfair means under any circumstances during the conduct of examination.
- 2.2.14 It is very important duty of the Assistant/Deputy Superintendent concerned to physically verify that the code no. of the question paper issued to a candidate is accurately entered in the appropriate columns:
- 2.2.15 No candidate should be allowed to leave the examination hall before the expiry of half the time allotted for the paper.

2.2.16 The collection of the answer books and thereafter their delivery to the Centre Suptd. Will be done Roll no. wise in a particular subject, irrespective of the Code No. of the question paper issued to the candidates.

### 2.3 Distribution and custody of question papers

(a) Sealed packets containing question papers shall be supplied by the Controller of Examinations of the Directorate to the Nationalised Bank/Treasury Office or any other officer designated by him, who shall be responsible for their safe keeping from the time of taking delivery of the packets till they are delivered to the Centre Superintendent concerned on each day. After taking the delivery of the sealed packets(with seal intact) containing question papers these must remain in the personal safe custody of the Centre Superintendent and shall not be opened by any person other than the Centre Superintendent unless authorised by the Controller of Examinations of the Directorate. The packets should be opened at specified time and day in the presence of three witnesses. The packets of question papers with seals intact are liable to be examined any time by the inspector deputed by the Directorate. (Also refer Appendix A for duties and responsibilities of the Bank Manager/Treasury Officer/Principal/Centre Superintendent.

(b) After receipt of the parcel of question papers packets in the Nationalised Bank or Treasury, the Principal/Centre Superintendent should check the total number of question papers shown on the packets with the statements of subject-wise figures of his centre as per the Duties and Responsibilities of the Bank Manager/Treasury Officers/Principals and Centre Superintendents for handling of confidential packets of the Directorate (Appendix A), in order to make sure that appropriate number of question papers have been supplied for the number of Candidate appearing at the Centre. Any shortage/discrepancy which comes to light should be reported immediately to the Controller of Examinations.

2.3.1 Where multiple sets of question papers are used, the bundle of question papers in a specific subject shall contain question papers of different code numbers duly jumbled.

2.3.2 The Centre Superintendent will issue the question papers to the Assistant/Deputy Superintendent on duty in respective rooms in the same order i.e. without changing the question paper code order.

2.3.3 The Deputy/Assistant Superintendents on duty in rooms will receive the question papers in one lot for one subject. They will hand over the question papers serially Roll No. wise in ascending order (at the fixed time) to the candidates present. The question papers will be issued at the exact time of the paper according to the date sheet supplied for the examination. A stroke of bell should also indicate the fixed time for the distribution of question papers at the centre.

2.3.4 The candidate who enter the examination hall after the distribution of the question paper will get the allotted question paper out of the balance question papers.

2.3.5 The Centre Superintendent will arrange to pack and seal all the spare/balance copies of the question papers for a particular subject 30 minutes after the commencement of the paper.

2.3.6 In case the question paper(s) issued to the candidate(s) is/are reported/found to be defective, the same should be replaced by another complete and correct paper(s) of the same code number.

2.3.7 The unused question papers are required to be sealed by the Centre Superintendent immediately after 30 minutes of commencement of the examination. Therefore, if any candidate brings to notice

that in the question paper there is any unprinted or torn or missing page(s) or item(s) etc., the same should be replaced by another complete question paper of the same Code No. by opening the packet sealed by the Centre Superintendent. Such a packet should be resealed immediately after taking out the question paper required for replacement.

- 2.3.8 A report of all such cases indicating the series of question papers replaced, nature of defect in the question paper and the roll no. of candidates whose question paper have been replaced invariably be sent separately to the Controller of Examinations.



**CHAPTER-III**  
**ISSUE OF ANSWER-BOOKS AND THEIR CUSTODY**

- 3.1 Answer Book (main/supplementary) shall be supplied by the society to the respective examination centres.
- 3.2 In order to prevent misuse of blank Answer books, the Centre Superintendent should keep account of the answer book received from the society and issued to the candidates every day. Deputy/Assistant Superintendents shall maintain daily account of use of Answer Books and hand over the same to the Centre Superintendent daily.
- 3.3 The Centre Superintendent must affix a facsimile stamp of his signature in the space provided in Answer books before issuing them to the candidates. The stamp shall always be deemed to be in the custody of the Centre Superintendent. It should be affixed only on as many answer books as are required for the day. This may be done an hour before commencement of the examination each day. It should be ensured that the answer books are not issued without affixing the facsimile stamp. It should not be affixed on a place other than the space provided for the purpose on the answer books.
- 3.4 The blank Answer Books supplied by the directorate may be checked by the Centre Superintendent as soon as these are received. The shortage or discrepancy, if any, may be brought to the notice of the directorate immediately.
- 3.5 The Examination Hall should be opened 30 minutes before the commencement of the Examination on all the days of the Examination. On day One the Examination Hall should be opened 45 minutes before the commencement of the examination.
- 3.6 The Answer Books should be distributed to the candidates between 10.30-10.45 A.M. During this time the candidates should write their particulars on the answer book and the same should be checked and signed by the Assistant/Deputy Superintendent(s).
- 3.7 The question paper should be distributed at 10.45 A.M. to the students.
- 3.8 From 10.45-11.00 A.M. the students should read the Question Paper and plan proper strategies to write the answers. During this time, no disturbance should be caused to the examinees and invigilator should ensure that proper silence is maintained in the examination hall. In no case, the answer scripts should be checked and signed by the invigilators during this time. Adequate precaution, however should be taken by the invigilators and the Centre Superintendents that the examinees do not start writing on the answer book before 11:00 A.M.
- 3.9 At 11.00 A.M., the bell should be rung and the Assistant/Deputy Superintendent(s) should announce to the students to start writing the answers.

**CHAPTER-IV**  
**NORMS FOR APPOINTMENT OF CENTRE SUPERINTENDENTS, DEPUTY**  
**SUPERINTENDENTS AND DEPUTY/ASSISTANT SUPERINTENDENTS AND THEIR**  
**DUTIES**

**4.1 CENTRE SUPERINTENDET**

- 4.1.1 No person whose ward/near relative \* is appearing in an examination of the directorate shall be appointed for this assignment.
- 4.1.2 A Centre Superintendent shall not leave the examination centre during the period in which he is required for examination work at the centre without prior approval of the directorate. In case of an emergency, he may hand over the charge in writing to the Deputy Supdt. Where appointed or to the next senior most person under intimation to the directorate.
- 4.1.3 A Centre Superintendent shall be liable to face such disciplinary action as may be decided by DGMER which may include disciplinary action through departmental agencies or legal action by the society other agencies constituted by law when:
- (a) He leaves an examination centre without prior permission of the Directorate and proper arrangements;
  - (B) he misuse his position
  - (C) engages himself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examinations.

Note: The terms "near relative" shall mean and include wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/husband".

**4.2 Deputy/Assistant Superintendents**

- 4.2.1 The Superintendent shall be appointed at an examination centre having total of 250 candidates. He will be paid remuneration for the whole duration of examination irrespective of the fact that on certain days of examination the number of candidate is less than 250. Deputy Superintendent shall not be below the rank of vice-Principal/PHN.
- 4.2.2 The Deputy Superintendent will be appointed by the Centre superintendent of the Centre under intimation to the directorate. In cases, where the centre Superintendent is from other school, the Deputy Superintendent shall be appointed by the Centre Superintendent in consultation with the Head of the School.
- 4.2.3 In case of complaint(s) against the Deputy Superintendent, where in the opinion of the Centre Superintendent, immediate action has to be taken against him, the Centre Superintendent shall have the powers to relieve him of his responsibilities and entrust the work to another suitable teacher. A report of such action, along with circumstances that forced such an action shall be made to the directorate immediately in writing and also by telephone/fax etc.
- 4.2.4 No official shall be appointed as Deputy Superintendent from the school whose candidates are appearing at the examination centre.

- 4.2.5 the Deputy supdt. Will assist the Centre Superintendent, and discharge his duties as assigned to him by the Centre Superintendent from time to time.
- 4.2.6 Only teachers working in schools affiliated with the society shall be appointed as Deputy/Assistant Superintendents. It is obligatory on the part of the teachers to act as Deputy/Assistant Superintendents.
- 4.2.7 In case the students from the same school are taking examination at the centre, the Centre Superintendent (who will be an outsider in all such cases) shall, in consultation with the Principal of the School, draw up a list of teachers who will work as Assistant/Deputy Superintendent from the neighbouring schools. He should furnish the list of Deputy/Assistant Superintendents with complete details to the directorate.
- 4.2.8 The Centre Superintendant shall see that the instructions to Deputy/Deputy/Assistant Superintendents (Appendix B) are duly noted and observed by them. An undertaking to the effect that no near relations(s) or any other student who has/have been receiving private coaching from him/her is/are appearing in the examination at the centre, may please be obtained from each Assistant/Deputy Superintendent.
- 4.2.9 An Assistant/Deputy Superintendent who engages himself directly or indirectly in using or promoting or abetting use of unfair means shall be dealt with appropriately under rules of the directorate.
- 4.3 He must explain to the candidates how to fill up details in the attendance sheet. The following instructions are to be given daily to the candidates by the Assistant/Deputy Superintendent in each room:-
- a) any candidate having in possession papers, books, notes or any other material or information relevant to the examination paper concerned shall be liable to be punished according to the regulation/bye laws of the directorate and relevant provisions of Cr.P.C./IPC
  - b) only blue-black or royal blue ink-ball point pen be used
  - (c) check answer book to see that it is not defective and that it has per of pages. Write Roll No. other details and question paper Code no. in the space specified on the answer book;
  - d) check that you have received the correct question paper, count the no. of pages of the question paper and ensure that they are correct. In case any page of question paper is missing the same should be brought to the notice of the directorate immediately. If you attempt any paper not meant for you, it will be at your own risk.
- 4.4 On the first day of the examination, Assistant/Deputy Superintendent should check/tally all subject(s) written on the Admit Card of the candidate with the list of candidate supplied by the society. Any discrepancy, if noticed, should be got rectified immediately, preferably the same day.
- 4.5. Writing of Roll Nos. & Checking of identity: The Assistant/Deputy Superintendent should ensure that every candidate writes in English his correct roll no. in figures as well as in words in the space proved on the main Answer Book. It should also be ensured that other

particulars have been correctly filled in the columns provided on the Answer book. The candidate must be instructed not to write his name, roll no. or name of the school or make any distinguishable sign or mark anywhere in the Answer book, Supplementary answer book, graph or maps or any other paper attached with the main answer book. Roll Nos. and other particulars must be written by the candidates only at the proper places before they begin to answer the question paper. The Assistant/Deputy Superintendent concerned should put his signature in the space provided on the Answer-book in token of having verified the correctness of the roll no. code no, of the question paper and other particulars written on the answer-book Name of subject, course and paper should be carefully verified.

- 4.6 The identity of the candidates must be verified by checking their admission cards issued by the directorate and by tallying their photos and signatures put on the Attendance sheets with the signatures on their admission cards. The Centre Superintendent should ensure that this work is properly done by Assistant/Deputy Superintendent. In case of doubt, candidate may be questioned and matter reported to the Centre Superintendent who will take it up with the directorate or the police, if necessary.
- 4.7 The directions for the candidates should be read aloud before the distribution of question papers. Copies of directions should also be placed outside the examination rooms at conspicuous places(See Appendix-C).
- 4.8 **The Deputy/Assistant Superintendents should ensure that the attendance sheet are filled in correctly by each candidate. Serial No. of the Answer Book, the code number of the question paper used must be written by the candidate in his/her own handwriting in columns provided in the attendance sheet as well as in the answer book. The Assistant/Deputy Superintendent should make sure that all details are filled by every candidate correctly.**
- 4.9 Class IV staff shall be appointed at an examination centre on the dates of the examinations as per the following norms:
- |      |                               |       |
|------|-------------------------------|-------|
| i.   | Upto 20 candidates            | One   |
| ii.  | Between 21 to 100 candidates  | Two   |
| iii. | Between 101 to 400 candidates | Three |
| iv.  | Above 401 candidates          | Four  |

**CHAPTER-V**  
**PROCEDURE FOR OPENING AND DISTRIBUTION**  
**OF QUESTION PAPERS**

**5.1 OPENING OF QUESTION PAPER PACKETS**

- 5.1.1 Each packet containing question papers shall be opened by the Centre Superintendent in the Examination Hall on the day of examination 30 minutes before the time fixed for the Examination in the paper. He shall do so in the presence of at least three Assistant/Deputy Superintendent.. (one of them should be from the school other than the examination centre) as witnesses who will carefully see that the seals on all the envelopes are intact, the correct packets are being opened and then sign the certificate for opening question papers printed on the packets containing question papers. In case the number of Deputy/Assistant Superintendents is less than three in a particular session, the packets should be opened in the presence of all the Deputy/Assistant Superintendents on duty that session. Same person should not act as witness daily. **THEY SHOULD AS FAR AS POSSIBLE BE CHANGED EACH DAY AND SHOULD NOT BELONG TO THE SAME SCHOOL.** When there is more than one packet in one paper at a centre, the same procedure will be followed for all the packets. After opening the sealed packets containing question paper, the no. of copies in each packet should be counted and tallied with that recorded on the packet.
- 5.1.2 The packet containing question papers should be opened by cutting one edge of the packet with scissor or a sharp knife in such a way that all the seals remain intact for inspection if necessary. **THE EMPTY PACKETS SHOULD BE CAREFULLY PRESERVED AND RETURNED TO THE CONTROLLER OF EXAMINATIONS ALONG WITH THE ANSWER BOOKS OF EACH SESSIONS.**
- 5.1.3 Before distribution of the question papers, the Centre Superintendent **WILL ALSO CHECK THE HEADINGS ON ALL COPIES OF THE QUESTION PAPERS IN ORDER TO VERIFY THAT A QUESTION PAPER FOR ANY OTHER SUBJECT WHICH IS FIXED FOR ALATER DATE IS NOT MIXED UP.** If per chance, any such paper so found mixed, it should be taken out and sent immediately to the Controller of Examination in a sealed envelop with full report.
- 5.1.4 The Centre Superintendent should **ENSURE THAT HE/SHE OPENS ONLY THAT/THOSE PACKET (S) OF QUESTION PAPER (S) WHICH IS/ARE MEANT FOR THAT PARTICULAR SESSION.** In case a wrong packet i.e. a packet meant for some other day is opened by mistake, such packet should immediately be resealed. However, if such a paper has been distributed before the mistake comes to notice, **ALL** Such distributed papers should be taken back from the examinees and re-sealed in the packet(s) of the question papers. The matter should immediately be reported to the Controller of Examinations along with statement of person involved in opening of the Question paper packet(s) and distribution of question papers. In such a case, the Centre Superintendent and the Assistant/Deputy Superintendent, who have signed the certificate for opening question paper, will be personally held responsible for the negligence. Serious notice will be taken of such a mistake and the matter will be referred to his/their disciplinary authorities for taking suitable action against the

person concerned. Also, no honorarium will be paid to such Centre Superintendent/Assistant/Deputy Superintendent and the society may consider disqualifying them from any of its works.

## 5.2 DISTRIBUTION OF QUESTION PAPERS

- 5.2.1 Question papers must be distributed 15 minutes prior to the time given in the date sheet. In case due to unforeseen circumstances, delay in the commencement of examination on a particular day occurs, the time lost in the PROCESS MUST BE COMPENSATED. Statement to this effect be taken from a few students in each room duly verified by both the Deputy/Assistant Superintendents and kept on record with the Centre Superintendent.

**CHAPTER-VI**  
**UNFAIR MEANS CASES-PROCEDURE TO**  
**DEAL WITH THEM**

**RULES FOR DEALING WITH UNFAIR MEANS**

**6.1 GENERAL**

(I) If a candidate is found to have made a wrong statement in his/her application for admission to the examination or has attempted to secure or has secured admission to the examination of the society by making a false statement or by fraud or by production of a false document or otherwise, he/she shall be deemed to have used unfair means and his/her result shall not be declared.

In case where such a candidate has not yet appeared at the examination, his/her form of application shall be rejected and fee paid forfeited. If he/she has completed his/her examination, his/her form of application shall be rejected, fee paid forfeited and his/her examination shall be cancelled.

- (ii) If at any stage a candidate has tampered with any entry in the certificate or statement of marks or migration certificate or any other document that has been issued to him/her by the society, he/she shall be deemed to have used unfair means. The society may cancel the document in question and may even cancel his/her result, if it deems so necessary.
- (iii) In the answer book, a candidate is not permitted to write his/her identify to the examiner. A candidate infringing this rule shall be deemed to have used unfair means and his/her result shall not be declared and in addition he/she shall be liable to be punished under the rules.
- (iv) If during the course of examination, a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations and as such his/her result shall not be declared but shall be marked as UNFAIR MEANS (U.F.M):-
- (A) Having in possession papers, books notes or any other material or information relevant to the examination in the proper concerned.
  - (B) Giving or receiving assistance directly or indirectly of any kind or attempting to do so;
  - (C) Writing questions or answer on any material other than the answer book given by the Centre Superintendent for writing answers;
  - (D) Tearing of any page of the answer book or supplementary answer book etc;
  - (E) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;
  - (F) Taking away the answer book out of the examination hall/room;
  - (G) Using or attempting to use any other undesirable method or means in connection with the examination;
  - (H) Smuggling out Question Paper or its part or smuggling out answer books/supplementary answer sheet or part herself;
  - (I) Threatening any of the officials connected with the conduct of the examination or threatening any of the candidates;

- (v) A candidate found guilty of any of the unfair means mentioned at (iv) above:-
- (a) May be disqualified by the Society from the examination in that year (i.e. his/her examination for that year may be cancelled);
  - (b) May further be debarred by the Society from appearing at any examination of the Society for a period which may extend upto five year; and
  - (c) In serious cases, may permanently be debarred by the Society from taking any examination of the Society.

CANDIDATES FOUND USING ANY OF THE UNFAIR MEANS ARE, HOWEVER, NOT TO BE DEBARRED FROM APPEARING IN THE REMAINING PAPERS OF THAT EXAMINATION.

## 6.2 IDENTIFICATION AND REPORTING OF UNFAIR MEANS CASES

- (I) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate, during the course of examination, has been found using or attempting to use unfair means he/she shall take possession of the answer book of the candidate alongwith the papers(s) or other material(s) found with him/her, if any, and provide the candidate with a second answer book immediately. THE CANDIDATE IS NOT TO BE EXPELLED FROM THE EXAMINATION CENTRE IN THAT PAPER. The Centre Superintendent shall record on the first answer book, the time when it was taken away from the candidate and on the second answer book and on the second answer book the time of its issue. While issuing the second answer book, the candidate shall be asked by the Centre Superintendent to submit his/her explanation in regard to the allegation against him/her. If the candidate refuses to give an explanatory statement, the fact of refusal should be recorded by two Deputy/Assistant Superintendents and attested by the Centre Superintendent on duty at the time of the occurrence. The Centre Superintendent shall call for the statement(s) of the Assistant/Deputy Superintendent(s) concerned. He will forward the case to the Controller of Examinations concerned of the Society in separate envelope provided for the purpose, duly sealed, viz., the two answer books used by the candidate(s) along with the explanation of the candidate or the attested statement of refusal, the statement(s) of the Assistant Superintendent(s) and his/her own note on the case for further action by the Society.
- (ii) The candidates who are booked under unfairness means cases in any of the subject(s) and issued another answer-sheet in that subject be advised by the Centre Superintendent/Assistant/Deputy Superintendent not to repeat the answers to the questions which has/have already been answered by the candidate on the first answer sheet.
- (iii) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate has smuggled out an answer book, he/she should call for the student directly or through the Principal of the School concerned and try to secure the answer book. In case of non-availability of the answer book, the matter should be reported to the police and a copy of the report be sent to the office of the Society alongwith the statements of the Deputy/Assistant Superintendents present in the room and also of the candidates. The statements of peon, police constable etc. if any, relevant to the situation should also be forwarded. The



statements should contain the time of the incident and details of the case as to how the candidate(s) took away the answer book. Efforts made to recover the answer book should also be stated.

- (iv) In case of impersonation, the Centre Superintendent should send to the Society's Office, the statement of the person found to be impersonating, the Deputy/Assistant Superintendents and that of the real candidate(s), if possible. The centre Superintendent shall also report the matter to the police and file a case under relevant provisions of law.
- (v) In case of misconduct of a serious nature, the matter should be reported to the Police, if necessary. Statement(s) of the Assistant/Deputy Superintendent(s) and that of the Peon/policemen concerned may be obtained and sent to the office of the Society for further action.
- (vi) If a candidate is found guilty for communicating or attempting to communicate either directly or indirectly with an Examiner or any other person connected with the examination with the object of influencing him/her in any way, he/she shall be deemed to have used unfair means and shall be liable to punishment under the rules.
- (vii) Use of abusive language or making derogatory remarks in the answer book shall be treated as use of unfair means.

### 6.3 IMPOSITION OF PENALTIES

- (i) The results of all candidates who have been reported to have used unfair means in an examination by an Assistant/Deputy Superintendent, Deputy Superintendent, Centre Superintendent. Members of Mobile inspecting parties, Surprise inspector, observes of Examinations/ Head Examiners, shall be declared as UNFAIR MEANS (U.F.M.).
- (ii) All cases of 'Unfair Means (U.F.M.) shall be decided within a reasonable time after the declaration of the result.
- (iii) ALL CASES OF UNFAIR MEANS shall be reported to the Result Committee and the result of such candidates shall be disposed off in a manner and as recommended by the Result Committee of the Society.
- (iv) Before any penalty is imposed under any of the above provisions on a Candidate reported to have used unfair means, he/she shall be given an opportunity for explaining his/her conduct. He/she will be required to appear personally before the Result Committee to explain his/her conduct for consideration of the Result Committee. In case he/she does not avail himself/herself of the opportunity by the given date ex-parte decision taken by the Result Committee shall be final.
- (v) If the Society is satisfied that the use of the Unfair means in a paper or papers has been wide spread at a centre, the Society has the right to cancel the result of all candidates of that centre in the paper or papers concerned or even the entire examination at that centre, if several papers are involved.

- (vi) The names of candidates who are punished under any of the above rules shall be communicated to the Universities, Society and other Organisations which conduct equivalent examinations and to the various State Governments as well as the different public Service Commissions in the Country.

#### **6.4 GUIDELINES TO DEAL WITH THE UNFAIR MEANS CASES**

The following Guidelines have been formulated by the society and shall be implemented for dealing with the Unfair means cases pertaining MPHW/ANM/GNM Examinations.

##### **CATEGORY 1**

The candidate had copying material in his/her possession but did not use it. The Head Examiner or Examiner's report testifies the candidate's statement of not having used the copy material.

##### **PENALTY**

Candidate's current examination in the subject in which he/she has been found in possession of unfair means material would be cancelled and be allowed to take the examination in that subject in compartmental examination if he/she is otherwise eligible. The benefit of doubt may be given to such candidate against whom no evidence is available to testify to the foul intents on their part.

##### **CATEGORY 2**

The candidate had copying material in his/her possession, he/she also used the same in answering one or more question(s). The Head Examiner's report testifies this position. The candidate admits/denies having used the copying material found in his/her possession OR a candidate reported to have communicated with another candidate or the Examiner directly or indirectly. Allegation admitted/denied by the candidates. Strong evidence of allegation available.

##### **PENALTY**

Current Examination cancelled. He/She may take the examination in full subjects in the next year.

##### **CATEGORY 3**

The candidate decamped with the answer-book as reported by the Centre Superintendent/Assistant/Deputy Superintendent. Allegation admitted/denied by the candidate but report of the Centre Superintendent/Assistant/Deputy Superintendent and other documentary evidence available.

**PENALTY**

Current examination cancelled. The candidate would also be disqualified to take the examination for one more year i.e, the next year.

**CATEGORY 4**

The candidate is accused of impersonation i.e.,he/she managed to send somebody else in his/her place to take the examination. Evidence establishes the allegation Or if a candidate uses abusive language/threatens the staff on duty /indulges in violence at the time of examination or thereafter, and this fact is established by the report of the Centre Superintendent.

**PENALTY**

Current examination cancelled. The candidate would be disqualified to take the examination for three more years.

**CATEGORY 5**

A candidate found guilty of using obscene/derogatory language in the answer-book as reported by the Head Examiner or Examiner.

**PENALTY**

The candidate along with his/her parents may be directed to appear before the UFM Committee and proper counselling may be given to such candidates so that he/she abstains from using such language in the answer book in future examinations. If such a candidate has enclosed any currency note along with the answer book, the amount may be forfeited and deposited in society's account.

The above Guidelines may be announced to all the candidates.

**CHAPTER-VII**  
**PACKING AND DESPATCH PROCEDURE OF ANSWER BOOKS**

- 7.1 Immediately after the expiry of the time of examination, the Centre Superintendent shall collect all the answer-books from the Deputy/Assistant Superintendents. These should then be personally checked by the Centre Superintendent with the list of candidates who appeared in each subject in that session and packed as under:
- (a) Each century of roll numbers for example Roll No.0001 to 3614 should be tied separately by sutli or twine.
  - (b) Packets of difference centuries for a paper should then be put together and tied in a packet 'paper wise' and a seal put on the knot of the sutli.
  - (c) This packet should be packed in cloth, sealed and then packed again in cloth parcel(s) to be dispatched to respective collection centre with other Answer-books, if any.
  - (d) Packets of different papers should then be packed and sealed in one packet in the presence of Deputy/Assistant Superintendents of which one should be from the school other than the examination centre and sent to the place communicated by the Controller of Examinations.
  - (e) In case of more than one packet, say 5 packets, Packet No. should be 1/5, 2/5, 3/5, 4/5 and 5/5 should be clearly noted.
  - (f) To distinguish parcels containing material other than answer-books from being opened at the Secrecy Centres, if received erroneously, the address be written in **bold letters with blue ink**.
- 7.2 The Centre Superintendent should seal the packet(s) in the presence of Deputy/Assistant Superintendents (who should preferably not belong to the school to which the Superintendent belongs) who should sign as witnesses to the effect that the answer-books were packed in their on \_\_\_\_at \_\_\_\_ a.m./p.m.
- 7.3 The answer-books of unfair means cases be sent in separate envelopes provided along with centre material, duly sealed, to the Controller of Examinations concerned. In case the envelopes have not been received; the answer-books be packed and sent as per the instructions given in these guidelines.
- 7.4
- (i) Seating plan of each room/hall in a separate cover;
  - (ii) All the opened packet(s) of question paper(s) having certificate of opening question papers printed on it/them, duly signed, with surplus copies of the question papers. (The Centre Superintendent may keep a couple of copies of each question papers if he needs the same for his school). The no. of question papers kept by the school be recorded on the envelope of the question papers packet(s).
  - (ii) Unopened question paper envelopes, if any; and
  - (iii) Sample impression of seal used for sealing the bag/packets (to be sent only on the 1st day of examination or when the seal is changed) in separate cover marked " Seal impression".

**APPENDIX-A**

Duties and responsibilities of the Bank Managers, Treasury Officers, Principals, Centre superintendents for handling of Confidential packets of question papers of the Haryana State Medical Education Society.

1. Each Bank Manager/Authorized Officer will personally receive insured parcel(s) sent by the Haryana State Medical Education Society and acknowledge receipt through email to controller of examinations stating therein that question paper for exam.
2. After receipt of the confidential parcel, the Bank Manager/Treasury Officer will contact the Principal of the School allotted to his Branch to ask him to come to the Bank. He will open the insured parcel in the presence of the Principal.
3. The Principal/Centre Superintendent will submit his identity to the Bank Manager meeting his requirement before opening the sealed packet(s) containing question papers.
4. Both the Bank Manager/Treasury Officer as well as the Principal/vice-Principal of the Centre will then verify the sealed packet(s) and certify the statement which has been placed in the packets in triplicate saying that the no. of packet(s) have been received according to the statements and seal of each and every packet has been found intact. Two copies of the statements may be given to the Principal/Centre Superintendent out of three statements. After checking, out of the two copies, one copy duly signed by the Principal be sent to the Society by name of Controller of Examinations, HSMES.
5. The Principal should tally the number of question papers indicated on the packets with the receipt of subject-wise figures of his school/centre in order to make sure that sufficient number of question papers have been received for the number of candidates appearing at his school/centre. Any shortage/discrepancy which comes to light should be reported immediately to Controller of Examinations.
6. Data and time of each paper as given in the date sheet for the examination should be written in Block Letters by the Principal himself carefully on all the packets and checked by the Bank Manager/Treasury Officer and be kept in the bank custody duly arranged data-wise, with seals intact.
7. On each day of the examination, the Centre Superintendent or the authorised person will collect the question paper packets atleast 45 minutes before the commencement of the examination for the day. In case the Centre is located at a distant place, he may adjust the time in consultation with the Principal or Centre Superintendent. While issuing the question paper packets for the day of the examination, the Manager will kindly ensure that the correct question paper packet(s) is/are being issued to the Centre Superintendent as per the date sheet.
8. While issuing question paper packets for the day, the Bank Manager will obtain a receipt from the Centre Superintendent and at the end of the examination he will forward the said receipt to the society by the name of Controller of Examination.
9. The Principal/Superintendent while taking delivery of the question paper envelopes will ensure with the help of the date sheet that he/she collects the correct question paper

packet(s) for the day of the examination. Under no circumstances, any other question paper packet(s) should be collected by him/her from the Bank.

10. While taking delivery of the question paper packets for the day, the Centre Superintendent/Principal or the authorized person will give a receipt in the proforma which is available with the Bank Manager. If the Centre Superintendent is unable to reach the Centre on account of certain unavoidable circumstances, he will depute his deputy with a proper authority letter to collect the packets. If there is some delay in collection of the question paper packets due to some unavoidable circumstances, he will ask the examinees to sit in the examination hall and allow extra time to the examinees for the time so lost.  
**Under no circumstances the examination will be postponed on account of delay.**
11. In case a seal impression of any envelope gets mutilated in transit, the same may be recorded on the envelope duly signed by the joint custodian of the Bank and the Principal/Centre Superintendent and the same may also be made note of in the receipt to be sent to Directorate of Medical Education & Research, Haryana.
12. The confidential packets will be kept strictly in the joint custody of the Manager and the joint custodian in the Strong room so that they are not exposed to any other unauthorized person(s) working in the Bank/Treasury.
13. In the event of any lock-out or strike, the Manager or the Joint Custodian or any other responsible Officer will ensure that the delivery of the question paper is not disrupted and the distribution of question papers takes place every day according to the date sheet. Perfect safety of question papers should be ensured.

**APPENDIX-B****INSTRUCGCTIONS FOR DEUTY SUPERINTENDENT/ASSISTANT SUPERINTENDENT**

(To be got noted by the Centre Superintendent from each Deputy Superintendent / Assistant appointed at his/her centre)

Note: INSTRUCTIONS REGARDING DISTRIBUTION OF QUESTION PAPER AS GIVEN UNDER PARA 2.2.3 BE FOLLOWED METICULOUSLY.

1. Each Assistant and Deputy Superintendent is required to give a certificate to the Centre Superintendent to the effect that none of his/her relation is appearing in the Examination at the Centre and that none of the candidates(s) appearing at the centre has/have received private coaching from him/her.
2. Assistant/Deputy Superintendent/Deputy Superintendent are under the control of the Centre Superintendent of the Centre during the period they are on such duty. They should not leave the examination centre without the permission of the Centre Superintendent.
3. They should report at the centre at least 50 minutes before the time fixed for commencement of Examination on the first day and 35 minutes before the commencement of examination on subsequent days.
4. They should act as witnesses as and when desired by the Centre Superintendent for the opening of the question paper packet(s) and sealing of bags/parcels of answer-books. Before signing as witness to the opening of the question paper envelope/parcel(s), date and time for examination of the question paper should be carefully verified with the date sheet. Name and address should be mentioned when signing such certificates on the question paper packets etc. In case of doubt, the matter be reported to the Controller of Examinations.
5. Candidates should be advised to be in their seats 30 minutes before the scheduled commencement of the examinations. They should see that the candidates occupy their allotted seats in the room under their supervision and they do not possess any books, notes or any other papers. An announcement to that effect also be made at the beginning of each session and candidates should be asked to leave such books and papers.
6. It should be seen that every candidate gets the correct question paper. It would be advisable to make an announcement invariably to this effect at the commencement of examination. They should be told that they attempt any other paper not meant for them they would do so at their own risk. All spare copies of question papers should be returned to the Centre Superintendent immediately after distribution and no late come after 15 minutes be allowed to enter the examination hall/room except with the permission of the Centre Superintendent.
7. If per chance a Question paper which is not scheduled for the session is found mixed up with the Question Paper, it should be returned to the Centre Superintendent immediately without reading.
8. They may search the candidates physically before or during the course of examination. Female examinees **SHOULD BE SEARCHED ONLY BY LAY ASSISTANT/DEPUTY SUPERINTENDENT.**
9. Candidate be permitted to use only blue or royal blue ink/get/ballpoint pen. Case(s) of candidates using any other writing instrument or colour ink pencil be reported to the Centre Superintendent. Cases of Answer books left blank by the candidate(s) be also reported to the Centre Superintendent. In the examination of Commercial Art, Engineering Graphics and Painting, candidates should not be allowed to bring Geometrical Solids in the examination room, but they should be allowed to work standing, if they so desire.
10. The candidates should be asked to write their Roll No. on their question paper and it should be ensured that each candidate has complied with this instruction.
11. They should see that every candidate writes in English numerals his correct roll number in figures as well as in words in the space provided on the OMR/Title sheet of the Answer book and slip on the supplementary answer-book. They should also see that other particulars have been correctly filled in the columns provided on the OMR/Title sheet of the answer book. Roll Number, Question Paper Code No. and other particulars must be written by the candidates must be instructed not to write

- his/her name, roll number or name of school or make any distinguishable sign or mark anywhere in or outside the Answer book. The Assistant/Deputy Superintendent should put his signature in the space provided on the answer book (main & supplementary) in token of having verified the correctness of the Roll No and other particulars written on them by the candidates in his/her charge.
12. They are required to sign in the space provided on the slip in the supplementary answer book(s).
  13. They should verify the identity of candidates under their charge by checking their admission cards issued by the society and by tallying their signatures on the attendance sheets with the signatures on their admission cards. In case of private candidates, identity should further be verified by the photograph affixed and countersigned on admission card and bearing the facsimile stamp of the Controller of Examination's signatures. In case of doubt, they candidate may be question and matter reported to the Centre Superintendent immediately.
  14. The Assistant/Deputy Superintendent should see that no candidate copies his answer from another candidate or notes/books etc. or makes use of any other unfair means at the examination. If a candidate is found talking or using unfair means, the book or material so used should be taken in possession without delay by the Assistant/Deputy Superintendent and matter reported to the Centre Superintendent. He should then act according to the instructions given by the Centre Superintendent. The Assistant/Deputy Superintendent should make a written report to the Centre Superintendent about all such cases and put his/her signature on the answer book and other material/document(s) found with the candidate as per direction of the Centre Superintendent.
  15. No candidate should be allowed to leave the examination hall before the expiry of half the time allotted for the paper.
  16. Assistant/Deputy Superintendent are responsible for the discipline, order and proper conduct of examination in the room under their supervision and as such they should constantly be watchful and move about the room and not indulge in talk any book, newspaper or even the question paper during the time of the examination. Deputy/Assistant Superintendents should not engage themselves in knitting etc.
  17. They should see that the candidates are promptly supplied the supplementary answer book, water etc. when asked for. It should also be seen that supplementary answer book(s) is/are attached to the main answer book at the end and not kept inside it. Number of Supplementary answer book(s) used by the candidate must be verified and their number written at the proper place on the OMR/Title sheet of the answer book and tallied. Proper account of Answer Books and supplementary answer books used should be kept and handed over to the Centre Superintendent daily.
  18. Facsimile stamps of the Centre Superintendent is also not to be affixed on it/them. This may please be brought to the notice of the candidates. The Deputy/Assistant Superintendents should particularly verify that ROLL NO.
  19. They should obtain signatures of the candidates on the form provided for receiving each supplementary answer book issued to them and must ensure that all the supplementary answer books taken are attached with the main answer books.
  20. One of the Deputy/Assistant Superintendents should always accompany a candidate wishing to make use or urinal/toilet while the examination is going on. It should be ensured that there is no copying material kept in toilets etc. and the candidates do not prolong their stay in the toilets. They should come back within normal time. In case of female candidates, lady Asst. Supdts. Only should escort the candidates to the toilet.
  21. All exits to the Examination Room except one should be closed ten minutes before the expiry time of the paper. One of the Assistant/Deputy Superintendent should then stand at the open door and see that no candidates leaves the room without handing over the answer book, the Assistant/Deputy Superintendent(s) should make all efforts to recover the answer book and also report the matter to the Centre Superintendent.
  22. When the time is over, all answer books must be collected immediately and candidates should not be allowed to leave the room without handing the answer books.
  23. The Deputy/Assistant Superintendents are responsible for the same delivery of the answer books of the candidate under their charge to the Centre Superintendent after the examination is over and as such they should take proper precautions for the same. The answer books should be serially arranged paper wise before delivering to the Centre Superintendent.



24. Candidates suffering from any infectious disease like small-pox, flu, mumps etc. should not be allowed to sit in the room with other candidates. If such a case is suspected, it should be reported to the Centre Superintendent immediately who may provide appropriate segregated space.
25. Cases not covered under the above rules should be referred to the Centre Superintendent for obtaining his guidance and necessary instructions.
26. The Assistant/Deputy Superintendent should also read all the Chapters of these instructions to enable them to know the complete system and procedure. They should abide by the provisions contained in these instructions elsewhere in regard to their duties and responsibilities.

**APPENDIX-C**  
**DIRECTIONS FOR CANDIDATES**

1. The doors will be opened 45 minutes before the time specified for the Commencement of Exam. On the first day and 30 minutes on the subsequent days. Candidates should be advised to be in their seats 30 minutes before the scheduled commencement of the examination. After the commencement of the examination normally no candidate who is late by more than 30 minutes be admitted. In case, the Centre Superintendent is satisfied that the delay is on account of a bona fide reason, he/she may admit a candidate up to 30 minutes extendable up to 45 minutes in extraordinary circumstances, of the commencement of the examination and send a detailed report about the same to the Controller of Examinations. But no extra time would be given to the candidate for completing his/her exam. Admission of any candidate to the examination hall in contravention of these instructions shall be considered invalid for that particular paper.
2. Use only blue-black or royal-blue ink/gel ballpoint pen. Using of any other writing instrument/ink/pencil etc. Will be on his own risk and responsibility.
3. A seat marked with his/her Roll number will be allotted to each candidate. Candidates will be required to find out and occupy their allotted seats.
4. No candidate, without permission of the Assistant/Deputy Superintendent, shall leave his/her seat or the Examination Hall until the end of the examination. No candidate shall speak stand up in his/her place and one of the Assistant/Deputy Superintendent will see to his/her requirements.
5. Before beginning his/her paper, he/she shall write on the OMR/Title sheet of his/her answer book the subject and question paper code number. He/she shall write his/her Roll No. In the space provided on OMR/Title sheet and no where else in the answer book. He/she shall also write Roll No. On his/her question paper as soon as it is received by him/her. Roll No. Shall also be written on the slip in the supplementary answer book.
6. Answers shall be written on both sides of the page of the answer book and no leaf from it shall be torn/any special remark put on it.
7. If a candidate writes his/her Roll No. or puts any special mark in any part of the answer book or drawing sheet, map etc. Other than the space provided for the purpose, he will render himself liable to have his paper cancelled.
8. On the expiry of time the answer book must be handed over to the Assistant/Deputy Superintendent irrespective whether the candidate has answered the paper in full or in part or not at all.
9. Smoking is strictly prohibited in the Examination Centre, Candidates found doing so during the course of the examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent.
10. Apart from what is stated to be unfair means in the rules, regulation and Bye Laws of the Society, if a candidate during the course of examination, is found indulging in any of the following, he/she shall specifically be deemed to have used unfair means at the examinations and as such his/her result shall not be declared but shall be marked as UNFAIR MEANS (U.F.M.):
  - (a) Having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned.
  - (b) Giving or receiving assistance directly or indirectly of any kind or attempting to do so;
  - (c) Writing question or answer on any material other than the answer book given by the Centre Superintendent for writing answers;
  - (d) tearing of any page of the answer book or supplementary answer book etc;
  - (e) contracting or communicating or trying to do so with any person other than the Examination Staff, during the examination time in the examination centre;
  - (f) taking away the answer book out of the examination hall/room;
  - (g) using or attempting to use any other under desirable method or means in connecting with the examination;

- (h) smuggling out question paper or its part or smuggling out answer book/supplementary answer sheet or part thereof, and
  - (i) Threatening any of the officials connected with the conduct of the examinations or threatening any of the candidates.
- 11 A candidate found guilty of any of the unfair means mentioned in 10 above or elsewhere in the society rules, regulations and Bye Laws:
- (a) may be disqualified by the society from the examination in that year (i.e) his/her examination for that year may be cancelled:
  - (b) may further be debarred from appearing at any examination of the society for a period which may extend upto five years, and
  - (c) in serious cases, may permanently be debarred from taking any examination of the society.
- 12 Candidate can be physically searched by the Centre Superintendent/Assistant/Deputy Superintendent/inspector deputed by the society before or during the examination at any time.
- 13 In case admission card of a Candidate is lost duplicate copy of it can be obtained from the office of the society on pay of Rs.50/- by submitting the prescribed application from (Appendix H) which should be duly forwarded by the Head of the school concerned. This admission card should be preserved till Marks Statement/qualifying certificate is received

## APPENDIX-D

MPHW/ANM/GNM EXAMINATION 2014

**THEORY EXAMINATION  
STATEMENT OF CANDIDATES APPEARED**

.....Examination2014  
**Name of Exam. Centre**.....  
**Centre Number**.....  
**Subject**.....  
**Date**.....

**NOTE: ROLL NOS. OF CANDIDATES REGISTERED SHALL BE WRITTEN BEFORE THE COMMENCEMENT OF EXAMINATION SEPARATELY FOR EACH CENTRUAL SERIES.**

Roll Nos. Of Candidates registered as per list of candidates	Total No. Of registered candidates in each centurial series	Roll No. of candidates absent	Total of absentees in centurial series	Roll No. of U.F.M. cases if any**	No. of Answer Books sent to Society and No. of Packets
1.	2	3	4	5	6

\*\* Certified that the No. Of answer books indicated of Column No.-6 have been packed for dispatch. Witness of two Asstt. Supdt one should be from the School other than the Exam Centre.

1- Signature \_\_\_\_\_ 2- Signature \_\_\_\_\_  
 Name \_\_\_\_\_ Name \_\_\_\_\_  
 Design. \_\_\_\_\_ Design. \_\_\_\_\_  
 Date Add. \_\_\_\_\_ Add. \_\_\_\_\_

**Signature of Centre  
Supdt. Stamp of the Centre**

\*\* Both the answer books of the candidates should be tagged together and sealed in a cover superscribed as "Cover containing answer – book(s) of U.F.M. cases." This sealed cover should be placed within the packet of Answer Books being sent to the Region.

## APPENDIX-E

## HARYANA STATE MEDICAL EDUCATION SOCIETY, PANCHKULA

Centre No.....

MPHW/ANM/GNM Exam 2014

Consolidated Absentee Statement **Theory Papers** only

## I. Absentees in all Papers

Roll No.(s)

## II. Casual Absentees (Not absent in all paper(s))

Roll No.(s)

Subject(s)

## III. Unfair Means Cases

Roll No.(s)

Subject(s)

## IV. Transfer Cases Appeared at the centre

Roll No.(s)

Subject(s)  
In which  
AppearedNo. And name of the centre  
from where transferred

Subject(s) Changed by the Candidate

Roll No.(s)

Subject(s) Changed from ..... to .....

Signature of Centre Supdt.  
(with Rubber Stamp)

Note: THIS MAY PLEASE BE RETURNED TO THE EXAMINATION IS OVER ALONG WITH ALL THE ATTENDANCE SHEETS DULY ATTESTED BY THE CENTRE SUPDT.

## APPENDIX-F

**HARYANA STATE MEDICAL EDUCATION SOCIETY,  
PROFORMA FOR FORWARDING  
UNFAIR MEANS CASES**

Centre No.....

**MPHW/ANM/GNM EXAMINATION,2014**

1.	Name of the candidate	
2.	Roll No.	
3.	Name of the Examination	
4.	Date	
5.	Subject	
6.	Time of the Incident	
7.	Name and Official Address Of the Person detecting the U.F.M. Case	
8.	Indicate precisely the Place from where the Copying material was recovered	
9.	Whether written statement received from the candidate	Yes/No
10.	Whether 2 <sup>nd</sup> copy of answer book was given, if yes indicate serial No., if not why?	Yes/No.
11.	Whether statement of the Asstt. Supdt(s) obtained, if not any, Why?	Yes/No
12.	Whether statement of the candidate Obtained, if not, why	Yes/No
13.	Whether the candidate took away the answer book, if yes, whether the report Lodged with the local SHO	Yes/No
14.	Whether a copy of the FIR enclosed	Yes/No
15.	Efforts made to retrieve the answer book from the candidate	Yes/No
16.	Whether copying material is serially tagged and signed by the candidate and the Asstt. Supdt(s)/Observers/Mobile Inspecting Society party/Centre Supdt. If not please indicate Reasons thereof)	Yes/No (if No. Please give reasons thereof)
17.	No. Of pages of copying material recovered (Pages to be signed by the Centre Supdt.)	SL. No. From.....to.....
18.	Remarks of Superintendent	

Signature of Centre  
Superintendent.....  
Centre No.....  
Address.....

Date.....

Encls:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Note: PLEASE USE SEPARATE PROFORMA FOR EACH CASE.

**APPENDIX- G**  
**HARYANA STATE MEDICAL EDUCATION SOCIETY, PANCHKULA**  
**Attendance Sheet**

**ROLL NO.**  
**EXAMINATION**  
**NAME OF THE CANDIDATE**  
**MOTHER'S NAME**  
**FATHER'S NAME**  
**CENTRE**

Date of Exam	Sub. Code and paper	Subject Description	Question paper set	Signature of the candidate	Signature of the Asst./Deputy Supdt.
1	2	3	4		6
1				1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
2				1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
3				1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
4				1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
5				1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
6				1. _____ 2. _____ 3. _____ 4. _____ 5. _____	

1. Specimen signature of candidate must be verified by the Asstt. Supdt. with the signature of the candidate on the Admission card.
2. If the candidate is absent in any paper with Asstt. Supdt. write 'absent' in red ink in the column No.5 and put his Signature in Column No.6
3. One attendance sheet should be used for the candidate
4. Code No. of question paper set as indicated on Question Paper must be filled in Column 4 and verified by the Asstt. Supdt.

Note: More Supplementary answer-books may be issued than in Column 5 above, if requested by the candidate.

Signature of Centre Supdt.

**APPENDIX-H**

**HARYANA STATE MEDICAL EDUCATION SOCIETY, PANCHKULA**

- Note: 1. Prescribed fee for obtaining duplicate Admit Card is Rs.50/- (Rupees Fifty only)  
 2. This form should be submitted complete in all respects and duly signed by the Principal of the school concerned.

1. Name of the Candidate Roll No.-----  
 2. Father's Name  
 3. Name of Examination

**HARYANA STATE ANM & GNM EXAMINATION SESSION 2014-15**

4. Name of School from where appearing   
 As regular candidate or as private candidate   
 5. Name of Examination Centre at which appearing   
 6. Subjects offered 1. .... 2. .... 3. ....  
 4. .... 5. .... 6. ....

I solemnly declare that my Admit Card has been lost. It will be returned to the Society's Office if the original is found.

Date ..... Sign. Of the Candidate .....

The above said candidate has actually lost his/her Admit Card. A duplicate copy of the same may kindly be issued to him/her.

PHOTOGRAPH AND SIGNATURE VERIFIED  
FROM THE APPLICATION FORM

Signature & Stamp of the

Dealing Assistant                      Section Officer                      Principal of the School

MPHW(F)/ANM/GNM Examination, 2014

DUPLICATE ADMIT CARD

ROLL NO.

Student ..... Son/daughter of ..... has been allowed to appear at  
MPHW(F)/ANM/GNM Examination 2014 at the centre given

below

- Subjects offered 1. .... 2. .... 3. ....  
 4. .... 5. .... 6. ....

1. Passport size photograph be affixed here and got countersigned by the authority attesting the form.  
 2. Photograph should also be signed by the candidate himself/herself

Signature of the Candidate.....  
Attested  
Principal  
Controller of Examinations



**APPENDEX-I**  
**HARYANA STATE MEDICAL EDUCATION SOCIETY, PANCHKULA**

**Remuneration Payable to person involved in conduct Examinations**

<b>Sr. No.</b>	<b>Job Description Assignment</b>	<b>Remuneration per day (Rs.)</b>
1.	Centre Supdt.	500/-
2.	Deputy. Centre Supdt.	400/-
3.	Invigilators	300/-
4.	For Class IV Staff	175/-
5.	Observer	
6.	Office Work (Seating arrangement)	200/-

**APPENDEX-J**  
**IMPORTANT TELEPHONE NOS.**

**HEAD OFFICE**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TELEPHONE NO.</b> <b>Office</b>
Sh. Ramesh Krishan	Chairman	0172-56079 Fax No.2566556
Sh. Nirupama Krishan	Controller of Examination	2566855
Sh. Ram Kumar	Assistant	2566855
Sh. Surender Kaushik	Assistant	2566855