

**RAILWAY RECRUITMENT CELL, EASTERN RAILWAY, KOLKATA**  
**INSTRUCTIONS FOR TOWN INCHARGES/CENTRE INCHARGES AND COORDINATING SUPERVISORS**

1) Schedule for Written Examination (including schedule of ringing of bell)

1.1 Note : There is some difference in the conduct of examination as done by Different Division and Units of Eastern Railway. In some Division, examination is entirely conducted by the Centre Incharge who is a Gazetted Officer of Railway, supported by Invigilators and other staff who are also generally Railway men. In other divisions, it is generally the School principal (co-coordinating supervisor) who conducts the examination with his teachers/staff. Therefore the term Centre Incharge and Coordinating supervisor should be interpreted as applicable.

1.2

SR No	CATEGORY	NAME OF CATEGORIES	EMPLOYMENT NOTICE NO	DATE OF EXAM	TIMINGS
1	Group 'D'	Porter- Transp Gateman-Transp. Parcel Porter Helper-II - Mech Helper-II - Elec. Helper-II - S&T Trackman- Engg.	0106	Probable Date July - 2007	Probable Time - 10.30 am to 12.30 pm

1.3

SR. No.	BELL CODE	ACTIVITY	TIMINGS (Probable)
1.	-	Duration of Exam	120 minutes
		Timings of written examination	10.30 am to 12.30 pm
2.	-	ACTIVITY OF CENTRE INCHARGE / COORDINATING SUPERVISOR - Making necessary sitting arrangements as per distribution of Roll Number given	1 day before the date of exam
3.		Town Incharge to distribute Cartons/boxes containing Question Booklets to Centre Incharges	06.00 am to 07.00 am
		Centre Incharge to reach Centre and take control of situation	08.30 am to 09.00 am
		All Invigilators to reach examination centre	08.45 am
5.		Handing over Carton/ boxes to Coordinating supervisor (Principal)/Center incharge, as applicable (See note above).	09.00 am
6.	1ST	BELL Reporting Time of Candidates and Entry in examination hall/room	10.00 am
7.		Coordinating Supervisor/Centre Incharge (As applicable) to open Cartons/boxes after signing "Seal Intact Certificates" and distribution of Question Packets to Invigilators, Room wise.	10.00 am
8.	2ND BELL	Opening of Question Packets by Invigilators after signing Seal Intact Certificates and distribution of Question Booklets to Candidates.	8. 10.15 am
		Without opening the seal, the candidates should - 1) Read the instructions on the unsealed pages of the question booklet. 2) Take out Answer sheet from the booklet and fill information on the same. 3) Copy paragraph given in question booklet in the space provided in Question booklet itself in running hand writing in both languages i.e. Hindi & English.	10.15 am to 10.30 am
9.	3RD BELL	Breaking the Seal on Question Booklet and starting of Answering the questions by candidates	10.30 am
10.	4TH BELL	10 minutes before the end of examination	12.20 pm
11.	5TH BELL	ACTIVITY OF CENTRE INCHARGE / COORDINATING SUPERVISOR : Filling necessary forms and collecting all the materials from the Invigilators after the exam and handing over the same to Centre Incharge after all necessary formalities.	As soon as possible after the examination is over
12.		End of exam and collection of papers by Invigilators	12.30 pm

## 2. Details of Stationary for Written Examination

2.1 Carton/Box No. 1 of each centre will have a packet containing the stationary items required in the conduct of examination. Unused / remaining portion needs to be deposited back to Recruitment Cell. The details of the stationary to be provided are as follows:

Sl. No	Name of the Item required	Purpose
1	Candle	Sealing
2	Match Boxes	Sealing
3	Sealing Wax	Sealing
4	Gum Tubes	For pasting photographs
5	Fevistick	For pasting envelopes
6	Paper Pins / Rubber bands	
7	Jute Threads (Sutli)	For tying
8	Tags	
9	Marker Black Pen	
10	Sticker Tapes	
11	Blades	For cutting envelopes / Jute thread
12	Stamp Pads	For Finger Prints
13	Napkin	For wiping the fingers
14	Envelopes.	Red for Original OMR, Green for Duplicate OMR and others for Attendance sheet and Call letters etc
15	Ruled sheets/carbon paper	

## 3. Instructions for Overall Incharge / Town Incharge

### 3.1 Nomination

Overall Incharge / Town Incharge will nominate adequate number of officers as Centre Incharge / Asst. Supervisors/ Invigilators and other staff, in coordination with Sr. DPO well in time (This may be read with note given under point 1 schedule of examination). Each examination centre shall be under the charge of at least 1 Gazetted officer in the rank of J.S./Group 'B' or higher as being done presently for Examinations being conducted by RRB.

### 3.2 Meeting

3.2.1 Town Incharge along with coordinating officer will hold a meeting with Dy. CPO (Recruitment) preferably one week prior to date of examination for planning about the date, time and place for receipt of trunks/carton boxes and its safe storage. **THE MEETING SHOULD BE CONFIDENTIAL.**

3.2.2 Town Incharge will convene a pre-examination meeting with all officer Incharges/Asst. supervisors and other connected with conduct of examination at least 3 days in advance of the date of examination. All concerned should be adequately briefed, planning for the receipt and dispatch of material may be done and instruction applicable to officer Incharges /Invigilators may be handed over to the concerned persons under acknowledgement. It should be clearly explained to all concerned that they should be particularly vigilant about safety and security of examination material and also ensure that no infringement of stage wise time schedule especially commencement and closing time of examination takes place.

**3.2.3 INSTRUCTIONS CONTAINED IN THIS BOOKLET MUST BE BROUGHT TO THE NOTICE OF ALL CONCERNED.**

### 3.3 Receipt of Examination Material

Town Incharge and Coordinating officer will remain present on the date, time and place for the receipt of the duly sealed examination material. This shall be assisted by only nominated and authorized staff and security personnel deputed by Security Branch. "SEAL INTACT CERTIFICATES" shall be signed by the Town Incharge, Coordinating Officer and Security Personnel.

### 3.4 Safe Custody

Town Incharge will ensure that the examination material is kept in sound and secured room which should be locked and sealed in association with Security staff. Day and Night security vigil should be kept before they are handed over to Centre Incharge on the day of examination.

### 3.5 Distribution of Examination Material

Town Incharge will arrange an adequate team of Officers attached to him in a way that distribution of examination material to Centre Incharges is smooth and punctual. A record of time and date of receipt of examination material by each officer Incharge of the centre as also the time of depositing the material after completion of examination must be kept.

### 3.6 Monitoring the arrival at Venue

A control room should be opened and the Town Incharge alongwith Officer/Staff will monitor the position with regard to time of reaching the material at respective centres on telephone. Information regarding the safe reaching of the examination material to the Centre alongwith time will also be communicated to Railway Recruitment Cell.

### 3.7 Surprise Inspection and Superintendence

Town Incharge will carry out surprise inspections to see that the examination is progressing smoothly and properly. He will co-ordinate with flying squad officers in a way that maximum number of schools are covered for surprise checks.

### 3.8 Important Instructions to be given to Centre Incharge

Town Incharge must inform the Centre Incharge that :-

3.8.1 ***OMR Answer Sheets have been placed in the Question Booklet itself and the Question Booklet and the Answer sheet bear the same number.***

3.8.2 ***OMR sheet has to be taken out by the Candidates without breaking the seal on the Question Booklet. Candidates need to copy the para given in Question booklet in the space provided in the Question booklet.***

3.8.3 ***Centre Incharge /Coordinating Supervisor will bring the instructions contained in the Booklet to the notice of all Invigilators and Staff concerned.***

### 3.9. Arrangement for orderly collection of examination material on completion of examination

3.9.1 The Town Incharge will make adequate arrangement for orderly receipt of examination material. At the time of receipt a check of such material should be exercised. The received material should be guarded by Security staff till such time the material is handed over to the concerned authority as per the instructions.

3.9.2 ***Bundles of Original Answer sheet shall be put in the metal box provided and shall be properly sealed. This will be collected from Town Incharge by the evaluating personnel directly. Bundles of Duplicate Answer Sheet should be put in the metal box provided and shall be properly sealed and sent to AGM-CCG.*** Details will be given to the Town Incharge during confidential meeting with Dy. CPO (Recruitment). Town Incharge will also make arrangements for sending used/unused question booklets, attendance sheets, call letters, filled up forms and unused/remaining stationary to Railway Recruitment Cell. The complete account in the prescribed format should be submitted to Railway Recruitment Cell with acknowledgement

3.9.3 It may be ensured that ***none of the examination material is opened in transit or in presence of any unauthorized persons.*** The time of receipt and nature/quantity of material received from each centre should also be recorded which should be duly signed by the officer incharge. In case of unreasonable delay the concerned officer Incharge will advise the reasons for delay to Town Incharge and Dy. CPO (Recruitment) for the purpose of corrective action and record.

### 3.10 Honorarium

Town Incharges will ensure that honorarium is given in cash to Centre Incharges for onward distribution to coordinating supervisors/Invigilators/School rent etc. Vouchers for the same should be collected on return for onward submission to Railway Recruitment Cell. Honorarium to Centre Incharge and their supportive staff should be distributed only after ensuring that the examination has been conducted properly and all the material has been deposited / submitted by Centre Incharge as per requirement. Vouchers should be submitted to Railway Recruitment Cell.

### 3.11 The Overall Supervision

Overall Incharge / Town Incharge will be responsible for the conduct of examination. He will also familiarize himself with the instructions/duties/responsibilities attributed to Centre Incharges / Coordinating Supervisors/ Invigilators and other associated staff.

## 4. DUTIES OF CENTRE INCHARGE/COORDINATING SUPERVISOR

(As applicable in view of note under Point No. 1).

### 4.1 TIME SCHEDULE AS GIVEN AT 1.3 MUST BE ADHERED TO.

4.2 Center Incharge will go through the instructions outlined by Railway Recruitment Cell, Mumbai and take detailed briefing on the subject from the Town Incharge. He will be the overall incharge of the centre and will ensure that exam is conducted smoothly as per instructions given.

4.3 Center Incharge will visit the centre one day before the examination to check sitting and other arrangement in connection with the exam. He will ensure that arrangements are as per instructions given and will submit certificate in this regard to Railway Recruitment Cell, Kolkata. Sitting plan of the candidates should be displayed at the main entrance of the institution. Roll Numbers will also be displayed in front of each Room/Hall and on each desk. The same may be marked on the desk one day previous to the date of examination. Centre Incharge/Coordinating Supervisor will personally satisfy himself about all the arrangements for the examination including neatness, water and light arrangements and display of Roll Numbers.

4.4 Center Incharge will ensure that the deputed staff reaches the centre in time. He will also be responsible for collecting examination material from Town Incharge on the day of examination at the appointed time.

4.5 Center Incharge will ensure that examination material reaches the centre with all seals intact and will further ensure that packets of Question Booklets are opened in presence of 2 Invigilators and 2 Candidates and shall submit the certificate in the FORMAT 'A' as given in the booklet.

**4.6 ADMISSION OF CANDIDATES IN THE SCHOOL PREMISES AND EXAMINATION HALL/ROOM.**

4.6.1 The candidates having call letters should only be allowed inside the school premises at 10.00 am. Call letters with scanned photograph of candidates on lower portion have been issued to them. Candidates have to bring call letter duly pasting his photograph on the upper portion of Call letter and signing across it. No candidate will be allowed to appear in exam without his/her photograph pasted on upper portion. No one else should be allowed. Centre Incharge/Coordinating Supervisor/Invigilators should ensure that the admission of the candidates is properly regulated so that there is no impersonation.

4.6.2 **Entry into the examination hall/room shall not be allowed until 30 minutes (i.e 10.00 am) before the commencement of exam. No candidates will be allowed to enter the examination hall, who turns up later than 10 minutes (i.e up to 10.40 am) after the commencement of exam.**

4.6.3 Similarly, no Invigilator will be allowed to go out of the examination centre before completing the exam and handing over the complete used/unused Question Booklets and Answers sheet and other exam related materials to Centre Incharge/Coordinating Supervisor.

4.6.4 Candidates will be accommodated only in the centre allotted and not in any other centre. Similarly, Invigilators will ensure that Candidates occupy their allotted seats only.

4.6.5 Candidates will not be allowed to bring any book, paper of any description, manuscripts, notebooks, calculators, mobiles or other belongings in the examination hall/room. Copying or communicating with any person will not be permitted and will attract disqualification.

**4.7 HANDING OVER OF QUESTION BOOKLETS (CONTAINING OMR ANSWER SHEETS).**

4.7.1 Examination material in Cartons/Boxes received by the Centre Incharge from the Town Incharge will be handed over to coordinating supervisor (wherever applicable) at 09.00 am on the day of examination.

4.7.2 Coordinating supervisor will personally satisfy that the seals are intact and tally with the seal provided by the printing press which will be handed over to him by the Centre Incharge.

4.7.3 The Coordinating Supervisor/Officer Incharge will open the box containing packets of Question paper booklets and OMR Answer sheets, at 10.00 am, in the presence of 2 Invigilators and 2 Candidates and all the 4 will record a certificate as given in the FORMAT 'A' prescribed in the Booklet.

**4.8 OPENING OF QUESTION BOOKLETS AND (OMR SHEET PACKETS):**

4.8.1 The sealed packets containing Question Booklets with inserted OMR Answer Sheets will be handed over to Invigilators after obtaining their signatures indicating the packet number. Each Question Booklet has an OMR Answer sheet of the same number inserted in it.

4.8.2 Invigilators should not distribute the question booklet to the candidates before 10.15 am.

**4.9 CONDUCT OF EXAMINATION:**

4.9.1 Written test will comprise of 150 objective type questions and will be of two hours duration (10.30 am to 12.30 pm).

**4.9.2 Schedule of ringing bell:**

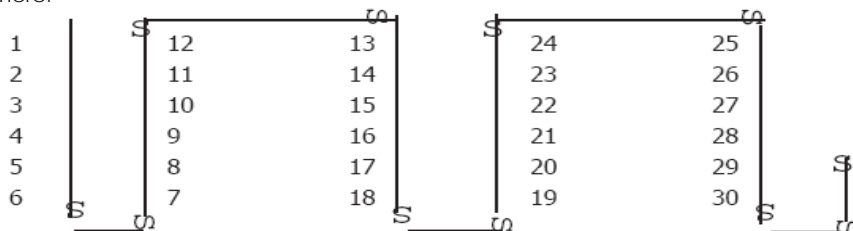
Centre Incharge/Coordinating supervisor will ensure that the bell is sounded as per the schedule and Invigilators follow the bell code for smooth conduct of examination as given in para 1.3.

4.9.3 The Centre Incharge/Coordinating Supervisor will ensure that the invigilators check the call letters and compare the face of the candidates with the scanned photographs on the call letters to ensure that there is no impersonation before permitting entry into the examination hall/room. Candidates with defective/ discrepant call letters or without affixing photograph on upper portion or without signature of APO, Railway Recruitment Cell, Mumbai will not be allowed to sit in the examination.

4.9.4 Invigilators will ensure that the entry of candidates into the examination hall/room is restricted between 30 minutes before the commencement of examination and 10 minutes after the commencement of examination i.e. **CANDIDATES CAN ENTER ONLY BETWEEN 10.00 AM TO 10.40 AM.**

4.9.5 Invigilator will open the packets containing question booklet (with Answer sheet inserted therein) in presence of 2 candidates. Necessary signatures should be taken as in the prescribed form. **Packets should be opened by Invigilator only at 10.15 am after hearing the 2nd bell and not before that in any case.** The Invigilator will also count the number of question booklets found inside the packet(s) in the presence of both the candidates and confirm that the number matches with the number mentioned on the packet(s). Any variation should be immediately brought to notice of coordinating supervisor/centre incharge/town incharge and finally to Recruitment Cell.

4.9.6 It is reiterated that OMR sheets will be available inside the Question Booklet. Question booklets (along with OMR sheets) will be distributed **ONLY to the Candidates who are present, at 10.15 am**, strictly according to plan as mentioned here:



**4.9.7 THE ARRANGEMENT OF ROWS AND COLUMNS MAY BE DECIDED AS PER CONVENIENCE. ABOVE IS ONLY AN INDICATIVE PLAN FOR HELP/GUIDENCE. HOWEVER, THE PLAN MUST BE ADHERED TO IN THE DISTRIBUTION OF QUESTION BOOKLETS SERIALLY AS ABOVE, TO THE CANDIDATES PRESENT.**

4.9.8 Question booklet and OMR sheet contained therein have the same number. If however, any Question booklet is found to have different number than the OMR sheet inside it, it should not be opened. The cross reference to the question booklet number is to be given on OMR Answer sheet and OMR Answer sheet on the question booklet. Both these numbers are to be given on attendance sheet.

4.10 Answer sheet will be of OMR type, in duplicate, using carbonless (1+1) process. **The candidates has to mark only one Answer, which is most appropriate, by darkening the corresponding circle completely with blue or black ball point pen only.** When a candidate darkens the circle on the main Answer sheet, the duplicate Answer sheet is automatically marked simultaneously. In this regard necessary instructions have already been sent to the candidates along with the Call letters.

4.11 *There is negative marking for every wrong, over written or multiple Answers. One mark will be deducted for three wrong Answers.* No marks will be deducted if a question is not attempted.

#### **4.12 ANNOUNCEMENT TO BE MADE BY THE INVIGILATORS**

4.12.1 Before occupying the seats candidates may be asked to go for nature's call or drink water, if required and no extra time would be given during the examination.

4.12.2 Candidates should not bring or use any belongings like books notebooks, manuscripts, handbags, purses, suitcases, calculators, mobiles, digital diaries etc. into the examination hall/room.

4.12.3 Candidates should occupy the seats allotted to them after checking their Roll number marked on their desk.

4.12.4 Candidates should check the question booklet with the Answer sheet therein to ensure that there is no defect in the Answer sheet and unsealed portion of the question booklet. The inside portion of the question booklet will be checked by them only after 10.30 am. If any defect is found by them in question booklet or Answer sheet they should get it exchanged immediately.

4.12.5 Candidates should pull out OMR Answer sheet before writing anything on the question booklet. Candidates should not detach the two foils of the Answer sheet.

4.12.6 Candidates should read the instructions on the unsealed pages of the question booklet and also fill-up the required information therein. Candidates shall also copy para given in Question booklet in the space provided in running hand writing in both languages i.e. Hindi and English.

4.12.7 Candidates should fill-up Roll. Number, Question booklet Number, Community etc. by darkening the circle on Answer sheet.

**4.12.8 Candidates should break the seal of question booklet only at 10.30 am (3rd bell) and there after start Answering the questions.**

4.12.9 Space for rough work has been provided at the bottom of each page and also blank pages towards the end. **THE CANDIDATES SHOULD NOT TICK MARK ON QUESTION BOOKLETS OR PUT ANY MARK AT ANY PLACE OTHER THAN IN THE SPACE PROVIDED FOR ROUGH WORK. THIS WILL LEAD TO DISQUALIFICATION.**

4.13 Invigilator should obtain signature of the candidates and also counter sign on the following:-

4.13.1 Upper and lower portion of the Call letter

4.13.2 Question Booklet

4.13.3 Answer Sheet

4.13.4 Attendance Sheet. The candidates shall also fill-up necessary particulars in the attendance sheet and affix his left thumb impression at specified space in the attendance sheet.

**4.14 *The upper portion of the call letter shall be detached and taken by Invigilator from the candidates. The lower portion (attendance slip) will be given back to the candidates towards the end.***

4.15 Invigilators will collect the upper portion of the call letter and attendance sheet and submit it to Coordinating Supervisor/Centre Incharge.

#### **4.16 COLLECTION OF UNUSED QUESTION BOOKLET AND SEAL INTACT CERTIFICATE**

4.16.1 Unused question booklets/packets (with Answer sheet inserted therein) shall be handed over at **10.40 am** to Coordinating Supervisor / Centre Incharge or his authorized representative, who comes to collect them. Seal Intact Certificates shall also be collected by the Coordinating Supervisor. The coordinating supervisor /center incharge should collect all unused booklets and OMR sheets, count them and pack in separate box duly sealed and return to the Town Incharge indicating total number alongwith other test material at the end of examination.

4.16.2 In case any candidate takes away question booklet or any foil of Answer sheet, Invigilator along with Coordinating Supervisor/Centre Incharge will lodge FIR in the nearest Police Station in the format given as under.

#### DDR/FIR Format

**As per clear instructions to the candidates appearing in RRC exam held today, the Candidates were required to deposit Question Booklet and Answer Sheets to Invigilator after the exam is over. In spite of clear instructions, the candidate Name \_\_\_\_\_ bearing Roll Number \_\_\_\_\_ in the center took away Question booklet/Answer Sheet number (Main/Duplicate) \_\_\_\_\_ after the exam and has not deposited with Invigilator.**

#### 4.17 PREPARATION OF PRESENTEE STATEMENT

Coordinating Supervisor/Centre Incharge will depute his staff to note down the Roll Number of all candidates present in the examination centre by going to each room after the entry time is over. These Roll Numbers are to be written in duplicate in the FORMAT 'J' (1 and 2) which will be required to be pasted on envelopes containing original Answer sheet and duplicate Answer sheet as explained in para 4.21.4 given later.

4.18 Invigilator will also prepare his report as given in the FORMAT 'I' and also fill-up the Roll numbers of the candidates present and absent in his / her hall/room on the back side of the FORMAT 'I'.

4.19 It should be ensured that Invigilators maintain a strong vigil so that there is no copying or any communication between the candidates. Any case of malpractices shall be reported immediately.

4.20 Invigilator shall not allow any candidates to leave the examination hall/room till examination is over and all the material has been counted and collected from the candidates.

4.21 Collection of Used question booklets and OMR Answer sheets.

4.21.1 After the final bell at 12.30 pm the Invigilator will collect the used question booklets and Answer sheets original as well as duplicate from the candidates, and physically count the same as per the attendance before allowing the candidates to leave the examination hall/room. It should be ensured that CANDIDATES DO NOT TAKE AWAY EITHER QUESTION BOOKLET OR ANSWER SHEET WITH THEM WHILE LEAVING. (After collecting the question and answer booklets, Invigilator will return the lower portion of the call letter to the candidates).

4.21.2 Invigilators will bring the used question paper booklets and OMR sheets alongwith other examination material to the Coordinating Supervisor/Centre Incharge's room.

4.21.3 Thereafter each Invigilator will carefully separate the Answer sheet (into original and duplicate), ensuring that they do not get torn in the process.

4.21.4 Coordinating Supervisor/Centre Incharge will arrange to collect upper portion of the Call letters, attendance sheet, original and duplicate Answer sheet and used question booklets, ensuring that each item is available for a particular candidate by tallying it with the Roll Number written earlier in the top sheet marked as FORMAT 'J' as given in para 4.17.

4.21.5 After ensuring above, original Answer sheets will be put in bundles of not more than 200 in the Red envelope after filling necessary details. Roll Number of the candidates whose Answer sheet is kept in the envelope (as noted in the FORMAT 'J') shall be pasted on the back side of the envelope. Same procedure will be adopted in case of duplicate Answer sheet which are to be kept in Green coloured envelope.

4.21.6 Similarly attendance sheet and call letters should also be kept after due verification and conciliation in the envelopes supplied.

4.22 Centre Incharge/Coordinating Supervisor will fill-up the forms given in the form booklets supplied.

- ✓ Seal Intact Certificate for Carton / Boxes (A)
- ✓ Smooth Conduct Certificate (B)
- ✓ Details of Police Staff (C)
- ✓ Details of Visiting Officers. (D)
- ✓ Details of any untoward incident / cases. (E)
- ✓ No Ward / Relative Certificate (F-1,2,3)
- ✓ Room wise distribution of Invigilators (G-1,2)
- ✓ Details of Provisional admission/ duplicate Call letters etc. details (H)
- ✓ Top sheet (in duplicate) to be pasted on the covers provided for original and duplicate answer sheet. (J-1,2)

4.23 In case of any doubt on any point, the issue may be clarified with Railway Recruitment Cell.

4.24 Summarized instructions for Invigilators is being separately issued. The Booklet contains copies of Top Sheet which is / are to be pasted on envelopes containing OMR Sheet (Original & Duplicate).

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