

**NORTH EASTERN INDIRA GANDHI REGIONAL
INSTITUTE OF HEALTH AND MEDICAL SCIENCES
MAWDIANGDIANG, SHILLONG**



*MANAGEMENT MANUAL OF
WRITTEN TEST FOR RECRUITMENT TO THE POSTS OF*

Data Processing Asst. Gr-II

&

Artist

Examination Cell, NEIGRIHMS, Shillong

1. PREAMBLE

NEIGRIHMS will conduct “Written Tests” for eligible applicants for recruitment to fill up – **Data Processing Assistant (Gr. II) & Artist** against the Advt. NEIGR-E.III/15/2014/Pt dated 19th January, 2015.

The **examination** henceforth shall mean the “written test” as defined above. The **Examination Cell, NEIGRIHMS** will conduct the Written Test on behalf of the Institute under the direct supervision and Control of **Dean, NEIGRIHMS** and **Controller of Examinations, NEIGRIHMS**, Shillong. The operational procedure and Rules & Regulations to be followed for this examination will be as per the existing procedure followed in competitive entrance examinations of NEIGRIHMS.

2. BACKGROUND

2.1. Advertisement References:

- Data Processing Assistant (Gr. II): NEIGR-E.III/15/2014/Pt dated 19th January, 2015
- Artist: NEIGR-E.III/15/2014/Pt dated 19th January, 2015

2.2. Number of Posts to be filled up as advertised:

- Data Processing Assistant (Gr. II): 3 (1-UR, 2-ST)
- Artist: 1 (UR)

2.3. Minimum Qualification required as advertised:

A. Data Processing Assistant (Gr. II):

Essential:

- Bachelor’s Degree from a Recognised University.
- One year’s Diploma/Certificate in Computer Application from a recognized Institute.
- One year’s experience in Computer Application.
- Should possess the speed of not less than 8000 keys depression per hour for data entry work.

B. Artist:

Essential:

- Diploma/Certificate in Fine Arts/Commercial Arts/Modelling from a recognized Institution/University
- Three years’ experience in Illustration and Modelling, preferably in a teaching Institute.

2.4. **Number of Provisional Eligible Applicants:** After screening of applications by the Screening Committee and conduct of Skill Test on 15th July, 2017 (Only for DPA), the number of provisioned candidates are:

- **Data Processing Assistant (Gr. II) : 54 Nos.**
- **Artist : 02 Nos.**

Note: Allowing a candidate to sit in the examination does not mean that he/she is eligible for final recruitment in the concerned post he/she applied. A candidate must meet and proof the eligibility criteria already laid down for the concerned post and medically fit.

3. PERSONNEL INVOLVED IN EXAMINATION CONDUCT

a. The Hierarchy for conduct of Examination:

The Examination Cell will conduct the said examination within the framework of the examination body as structured below:

- (i) Chief Examination Controller: Dean, NEIGRIHMS
- (ii) Examination Controller: Controller, Examinations, NEIGRIHMS
- (iii) Centre Superintendents: Principal or his authorized Representative of the College/Institute of the Centre.
- (iv) Deputy Superintendents: To be nominated/appointed by the competent authority as estimated and proposed by the Controller of Examinations.
- (v) Invigilators: To be nominated/appointed by the competent authority as estimated and proposed by the Controller of Examinations.

b. Duties and Responsibilities:

- (a) Chief Controller: Chief Controller will be the Primary owner and overall In-charge and the responsible person of the entire process of examination
- (b) Controller: Controller will be the overall In-charge of the pre-exam, exam and post exam activity and responsible person for smooth conduct of the entire process of examination.
- (c) Centre Superintendent: He/She will be the Primary owner of all the activities that needed to be carried out at his/her centre for the overall smooth conduct of the Entire Process of the said Entrance Examination. He/she will function as Centre Superintendent at the centre of appointment as per the existing Rules and Regulations of Competitive Examinations of NEIGRIHMS.
- (d) Invigilators: He/she will perform the duties of Invigilator as per the existing Rules and Regulations for Competitive Examinations of NEIGRIHMS.

c. Other Personnel:

All the Officers and Staff of the Examination Cell will be actively involved to facilitate the entire process of examination other related activities.

d. External Observer:

An External Observer from outside NEIGRIHMS, not below the Rank of Professor of a University/reputed College will be invited by the Chief Examination Controller to observe and witness the overall conduct of the Examination, till declaration of Results.

e. Remuneration:

Remuneration to the personnel involved in the examination as above will be paid by the Institute in the line of the payment made in the Entrance Examinations of the Institute as per the existing approved rates of Examinations.

4. THE EXAMINATION:

4.1. The schedule:

- (i) **Date of Examination:** 19th December, 2017 (Tuesday).
- (ii) **Duration of Examination:**
 - a. **Data Processing Assistant: 2 hours (Total: 120 minutes) from 10.00 AM to 12.00 Noon.**
 - b. **Artist: 1 hour and 30 minutes (Total: 90 minutes) from 10.00 AM to 11.30 AM**
- c. **Venue:** Examination Hall, NEIGRIHMS, Mawdiangdiang, Shillong – 793018.
- d. Candidates will be intimated regarding the venue of the examination through their individual admit cards.
- e. **Issue of Hall Ticket:** Hall Ticket of the candidates will be sent to the candidates individually by Speed Post by the GAD Section of the Institute at the address provided in their Application Form. No intimation via Phone or email will be entertained.
- f. **Issue of Duplicate Hall Ticket:** Candidates not receiving their Hall Tickets by Post will be issued Duplicate Hall tickets with production of their authentic Identity Proof on 15th and 18th December, 2017 (14:00 am – 05:00 pm) from GAD Section NEIGRIHMS
- g. **Identity Proof:** Authentic Identity Proof includes Identity card from current employing authority, Passport / Driving License / Bank Passbook with Photograph / Photo Identify Proof issued by a Gazetted Officer / School Principal (on official Letter Head), Aadhar Card with Photograph and Domicile Certificate with Photo.

4.2. Mode of examination:-

- (i) OMR based Multiple Choice Questions (MCQs).
- (ii) The questions will be single best response objective type. Each answer with correct response shall be awarded **1 (one) mark. 0 (Zero) mark will be awarded for the questions not answered or wrongly answered.** More than one answer indicated against a question will be deemed as incorrect response and will not be awarded any mark.
- (iii) The examination will be conducted in English medium only.

4.3. Distribution of Marks and Syllabus:

A. Data Processing Assistant (Gr-II): 100 marks for 120 minutes duration.

1. Computer Application	-	70 marks
2. English	-	10 marks
3. General Knowledge & Awareness	-	10 marks
4. Mental Aptitude & Reasoning	-	10 marks

B. Artist: 60 marks for 90 minutes duration.

1. English	-	30 marks
2. General Knowledge & Awareness	-	15 marks
3. Mental Aptitude & Reasoning	-	15 marks

4.4. The Results:

- (a) **Declaration of Results:** Merit lists for the above post will be based strictly on the candidate's performance in the Written Test.
- (b) **Inter se merit:** In the case of two or more candidates secure equal marks in the Examination their inter-se merit shall be determined by the Date of Birth - Candidate older in age will rank higher to a candidate who is junior in age.
- (c) Results including the marks obtained by the candidates will be provided by the Examination Cell to the concerned Departments as mentioned above.
- (d) Based on this merit list so prepared, the concerned Department i.e. GAD NEIGRIHMS will start the Recruitment Process.
- (e) Results of all the candidates appeared in examination will be made available by the Institute at the Institute's website.

5. THE SELECTION PROCESS

The final selection of the candidates for appointment will be strictly on the basis of merit in the written Test. Candidates securing below 35% marks will not be considered. The offer of appointment when made will be provisional and subject to verification of credentials (Educational & Personal) by competent authority. The vacancies are provisional and subject to variation. The Director, NEIGRIHMS reserves the right to vary the vacancies including reserved vacancies. However, the decision of Director, NEIGRIHMS in this regard shall be final and binding.

6. MISCELLANEOUS

- 6.1. No TA or DA will be paid to the candidates by the Institute for coming to appear in the examination.
- 6.2. Since OMR sheets will be used in the examination there shall be no provision for manual re-checking and re-evaluation.
- 6.3. Candidates who are unable to appear on the scheduled date of examination for any reason, the examination shall not be held again for them by NEIGRIHMS under any circumstances.
- 6.4. Decision of the **Director, NEIGRIHMS** will be final in case of any dispute.

7. LEGAL JURISDICTION

- 7.1.** All disputes pertaining to the conduct of the Examination and impersonation if any detected shall fall within the jurisdiction of Shillong only. The Director, NEIGRIHMS shall be the person in whose name all the legal proceedings may be addressed.
- 7.2.** If any person(s) or Invigilator(s) engaged in the conduct of Examination is found acting in a manner that would result in the leakage in the Question Paper(s) or attempt to use or help in the use of unfair means in this Examination, he/she shall be liable to prosecution under Indian Penal Code.
- 7.3.** The disputes, if any with regard to the Examination will subject to the legal Jurisdiction at Meghalaya High Court, Shillong

IMPORTANT

1. This Manual is being issued/published with due approval of the Competent Authority of the Institute. NEIGRIHMS reserves the right to make changes in the information provided in this Manual based on directives from the Competent Authority. This book cannot be quoted for any sanction.
2. Notwithstanding the information given in this Manual, NEIGRIHMS has the ultimate right to decide on any issue as per its Rules and Regulations.
3. Up-to-date information including changes in the datelines will be updated in the Institute website: www.neigrihms.gov.in time to time.

NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES (NEIGRIHMS), MAWDIANGDIANG, SHILLONG - 793018

Written test for recruitment to the posts of

DATA PROCESSING ASST. GR-II & ARTIST

GENERAL INFORMATION TO THE APPLICANTS

1. NEIGRIHMS will conduct “Written Test” for eligible applicants for recruitment to fill up – **Data Processing Assistant (Gr. II) & Artist** against the Advt. NEIGR-E-III/15/2014/Pt dated 19th January 2015. Candidates may visit the website: www.neigrihms.gov.in for their eligibility status.
2. The **examination** henceforth shall mean the “Written test” as defined above.
3. The examination shall be conducted in **ENGLISH** language only.
4. **Date of Written Test: 19th December 2017 (Tuesday)**
5. **Centre of examination: NEIGRIHMS, Mawdiangdiang, Shillong - 793018.**
6. **Mode of Examination: Written**
 - a. **Data Processing Assistant : 100 marks**
 - b. **Artist : 60 marks**
7. **Duration of Examination:**

For Data Processing Assistant: - 2 hours (Total: 120 minutes) from 10:00 AM to 12:00 Noon &

For Artist: - 1 hour and 30 minutes (Total: 90 minutes)
From 10:00am to 11:30 AM

8. **Admit Card /Call Letter:** Admit Card to the individual eligible candidate is being issued by “Speed Post” in his/her address as given in the application. Please note that the Institute shall not be responsible for non-receipt/late receipt of Admit Card by any candidate due to any reason thereof.
 - (a) Candidates are required to affix a duly attested his/her passport size photograph (as instructed in Admit Card) in the specified spaces.
 - (b) Candidates are to put their **specimen signature** (similar on the Application Form) in the specified space of the Hall Ticket and duly attested by a Gazetted Officer.
 - (c) **Roll Number** of the individual candidate is indicated in his/her Call letter.
 - (d) Candidates not receiving his/her Call letter, can come and collect in person, a duplicate copy of the same from **(GAD Section), Director’s Administrative Block NEIGRIHMS, Shillong** during Office hours on **15th and 18th December 2017** with valid Identity Proof.
 - (e) **Valid ID Proof:** Passport / Driving License / Bank Passbook with Photograph / Photo Identify Proof issued by a Gazetted Officer / School Principal (on official Letter Head), Aadhar Card with Photograph and Domicile Certificate with Photo etc.

(f) Question Pattern:

I. Data Processing Assistant (Gr-II): 100 marks for 120 minutes duration

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|----------------------------------|---|----------|
| 1. Computer Application | - | 70 marks |
| 2. English | - | 10 marks |
| 3. General Knowledge & Awareness | - | 10 marks |
| 4. Mental Aptitude & Reasoning | - | 10 marks |

II. Artist: 60 marks for 90 minutes duration.

- | | | |
|----------------------------------|---|----------|
| 1. English | - | 30 marks |
| 2. General Knowledge & Awareness | - | 15 marks |
| 3. Mental Aptitude & Reasoning | - | 15 marks |

9. While appearing in the Examination, candidates should follow the instructions to be read out before exams. **Black Ball point pen will be provided to the Candidates at the Centre of Examination.**
10. No TA or DA will be paid to the candidates by the Institute for coming to appear in the Examination.
11. Decision of the **Competent Authority, NEIGRIHMS** will be final in case of any dispute.
12. The final selection of the candidates for appointment will be strictly on the basis of merit in the written Test. Candidates securing below 35% marks will not be considered in the merit list. The offer of appointment when made will be provisional and subject to verification of credentials (Educational & Personal) by the Competent Authority. The vacancies are provisional and subject to variation. The Director, NEIGRIHMS reserves the right to vary the vacancies including reserved vacancies. However, the decision of Director, NEIGRIHMS in this regard shall be final and binding.
13. All disputes will be subject to the jurisdiction in the **Honourable Meghalaya High Court, Shillong, Meghalaya.**

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WRITTEN TEST FOR RECRUITMENT TO THE POSTS OF

DATA PROCESSING ASST. GR-II & ARTIST

INSTRUCTIONS OF EXAMINATION

1. The candidate must bring the Admit Card/Call Letter issued by NEIGRIHMS to appear in the examination.
2. The Candidate must produce a **Valid ID Proof:** Passport / Driving License / Bank Passbook with Photograph / Photo Identify Proof issued by a Gazetted Officer / School Principal (on official Letter Head), Aadhar Card with Photograph and Domicile Certificate with Photo etc.
3. Candidates will be subjected to thorough frisking before being allowed into the Hall at the stipulated time. Candidates must show on demand, the Admit Card for admission into the Examination Hall. Any candidate who does not possess the Valid Admit Card issued by the NEIGRIHMS shall not be allowed to enter the Examination Hall under any circumstances.
4. The candidate must be present in the examination hall before half an hour (09:30 am) of the scheduled time of examination at 10:00 am.
5. Candidates should find out the Hall/Room Number allotted against their Roll Number from the sitting plan placed outside the Centre of Examination beforehand. Sitting arrangements will be made according to the Roll Numbers allotted to each candidate as per the Hall Tickets. Candidates who do not report in time are likely to miss some of the general instructions to be announced in the Examination Hall.
6. **Candidates are not allowed to carry any textual material, printed or written, bits of paper, envelope or any other material except the admit card inside the examination hall.**
7. Pen / Pencil, Cell phones, I pad, Portable (external) Hard Disk, Pen Drive Data Card, Pagers, Calculators, Wrist watches or any electronic devices are strictly prohibited. Violation will lead to expulsion from the examination. **No arrangement has been made at the Centre for their custody**
8. **No candidate would be allowed entry in the Examination Hall after 10:00 am.**
9. If a candidate is found appearing in the Written Test from a seat or room other than the one allotted to him/her, then his/her candidature shall stand cancelled.
10. At the examination, the invigilator will check Admit Card of the candidates to satisfy himself/herself about the identity of each candidate. If subsequently, found that the candidate appeared was **impersonating**, then he/she shall be liable for penal consequences.
11. Time for marking of answers will be **120 minutes** only and the examination will start at **10.00 a.m. sharp to 12.00 Noon** for **Data Processing Assistant** and **90 minutes** only and the examination will start at **10.00 a.m. sharp to 11.30 a.m** for **Artist**.
12. No candidate will be allowed to leave the examination, on any count, during the duration of examination (**10.00 am to 12.00 Noon for DPA**) & (**10.00 am to 11.30 a.m for Artist**)
13. **Bells:** There would be 4 (four) bells – at **09.45 a.m.** marking the announcement to the candidates by Invigilator, at **10.00 a.m.** marking the start of examination, at **11.55 a.m.** as warning of closing and at **12.00 Noon** indicating full time for Data Processing Assistant & There would be 4 (four) bells – at **09.45 a.m.** marking the announcement to the candidates by Invigilator, at **10.00 a.m.** marking the start of examination, at **11.25 a.m.** as warning of closing and at **11.00 a.m** indicating full time for Artist.
14. The candidate should carefully fill in all the particulars in answer sheet and question booklet as instructed and sign the attendance sheet.
15. Drinking Water will be provided at the Examination centre.
16. Smoking in the Examination Hall during the examination hours is strictly prohibited. Tea, coffee, cold drinks or snack are not allowed to be taken by the candidates into the Examination Hall during the examination hours.

Question Booklet:

17. Immediately after the commencement of the examination, the candidate shall check that the question booklet does not have any unprinted or torn or missing pages or items etc. If so, the candidate shall get it replaced by a complete question booklet.
18. The candidate shall enter his/her roll number on the booklet in the box provided therein
19. The candidate should use the **Black-ball-point pen** provided to them in the Examination Hall to write their answers.
20. Candidate should write his/her **Name, roll number, question booklet number** and **sign** at the appropriate place provided in the answer sheet.
21. Candidates are not allowed to carry any textual material, printed or written, bits of paper, envelope or any other material except the admit card inside the examination hall.
22. Pens, calculators, slide rules, log tables, geometry box, electronic digital watches with facilities of calculator, cellular phones, pagers or any other electronic gadgets are not allowed inside the Examination Hall is strictly prohibited.
23. **Carry only the Hall Ticket inside the Hall**; even the envelope of the Admit Card is not allowed.
24. A candidate who disobeys the instructions issued by the Invigilator, or who is guilty of rude or disobedient behavior is liable to be instantly expelled from the examination hall.
25. Smoking in the Examination Hall during the examination hours is strictly prohibited. Tea, coffee, cold drinks or snack or any other beverages are not allowed to be taken by the candidates into the Examination Hall during the examination hours.
26. A candidate must sign in the attendance Sheet at the appropriate place against the appropriate column of the attendance Sheet. Failure to comply with this requirement will lead to the annulling of his candidature without any prior intimation.
27. Candidates who are unable to appear on the Schedule Date of Examination for any reason, the examination shall not be held again for them by NEIGRIHMS under any circumstances.
28. **UNFAIR MEANS:** During the course of Examination, if 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.)** and debarred from appearing any Interview of NEIGRIHMS in future. The **unfair means** include:
 - i. Having in possession papers, books, notes, electronic devices or any other material or information relevant to the examination in the paper concerned
 - ii. Giving or receiving assistance directly or indirectly of any kind or attempting to do so
 - iii. writing questions on the admit card/answer on any material other than the answer book given by the Centre Supervisor for writing answers
 - iv. Tearing off or damaging any page of the Question Booklet etc.
 - v. Contacting or communicating or trying to do so with any person, other than the Examination Staff during the examination time in the examination centre
 - vi. Taking away the answer sheet/answer book out of the examination hall/room
 - vii. Smuggling out Question Paper or its part or smuggling out answer books/answer sheet or part thereof
 - viii. Threatening any of the officials connected with the conduct of the examination or threatening any of the candidates
 - ix. Using or attempting to use any other undesirable method or mean in connection with the examination
29. Candidates should ensure before leaving the Examination Hall that they have handed over the answer sheet and question booklet to the invigilators on duty. In case the candidate does

not hand over the answer sheet and question booklet and take away the same with him/her, shall amount to use of **unfair means** practices and accordingly his/her case shall be dealt with

30. The candidate will check and ensure that the question book contain as many number of pages as are written on the top of the cover page: During the period of the examination candidate shall not remove any page(s) from the question booklet and if any page(s) is/are found missing from these, he/she/ will be proceeded against for use of unfair means and shall also be liable for penal action.

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