

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



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

Senior Stenographer

Junior Stenographer

BCG Technician

Photographer

Multi Tasking Staff

Examination Cell, NEIGRIHMS, Shillong

1. PREAMBLE

NEIGRIHMS will conduct “written Tests” for eligible applicants for recruitment to fill up – **Senior Stenographer** against the Advt. NEIGR-GAD (RC)/89/2015 dated 6th January 2015 and NEIGR-GAD(RC)/93/2015 dated 19th December 2016 along with for the posts of **Junior Stenographer, BCG Technician and Photographer** against Advt. No. NEIGR-E.III/15/2014/Pt. Dated 19th January 2015 and 1 Post of **Multi Tasking Staff (PWD)** under special Recruitment Drive against the Advt. No. NEIGR-E.III/8/2015/Pt. Dated 8th June 2016.

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 & Regulation to be followed for this examination will be as per the existing procedure followed in competitive entrance examinations of NEIGRIHMS.

This written Test will be followed by Personal Interview for the final selection of the Candidates for appointment.

2. BACKGROUND

2.1. Advertisement References:

- (a) Senior Stenographer: NEIGR-GAD (RC)/89/2015 dated 6th January 2015 and NEIGR-GAD(RC)/93/2015 dated 19th December 2016
- (b) Photographer, Junior Stenographer, Junior BCG Technician & Multi Tasking Staff: Advt. No. NEIGR-E.III/15/2014/Pt. Dated 19th January 2015 and 1 Post of **Multi Tasking Staff (PWD)** under special Recruitment Drive against the Advt. No. NEIGR-E.III/8/2015/Pt. Dated 8th June 2016.

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

(i) Senior Stenographer	:	02 (1 UR, 1 VH)
(ii) Junior Stenographer	:	03 (2 UR, 1 ST)
(iii) Junior BCG Technician	:	06 (4 UR, 2 ST)
(iv) Photographer	:	02 (UR)
(v) Multi Tasking Staff	:	01 (PH-UR)

2.3. Minimum Qualification required as advertised:

(i) Senior Stenographer

- i. 12th Class Passed or Equivalent from a recognized Board/University
- ii. Skill Test Norms

Dictation: 10 minutes at the rate of Hundred Words per minute.

Transcription: 40 minutes (English) or 55 minutes (Hindi) on Computer

(ii) Junior Stenographer:

- i. 12th Class Passed or Equivalent from a recognized Board/University

- ii. Skill Test Norms
Dictation: 10 minutes at the rate of Eighty Words per minute
Transcription: 50 minutes (English) or 65 minutes (Hindi) on Computer
- (iii) BCG Technician:**
- i. Essential:**
 ➤ B.Sc (MLT) Degree from a recognized University with one year experience in Medical.
- ii. Desirable:**
 ➤ One year certificate course in BCG Technology.
- (iv) Photographer:**
- i. Matriculation of equivalent from a recognized Board/University with sound knowledge of Hindi and English.
 ii. Diploma in Photography from a recognized Institute.
 iii. One year experience in Photography preferably in Medical Photography in a Teaching Institute/Hospital.
- (v) MTS:**
- i. Matriculation or equivalent from a recognized Board/University.
- OR**
- Industrial Training Institute (I.T.I) pass*
 (*subjects is to be decided by Director, NEIGRIHMS as per requirements)
- (v) Number of Provisional Eligible Applicants:** After screening of applications by respective screening committees.

(i) Senior Stenographer	:	123
(ii) Junior Stenographer	:	50
(iii) BCG Technician	:	30
(iv) Photographer	:	08
(v) Multi Tasking Staff	:	42

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: Dr. C. Daniala
Prof. & HOD, Radiodiagnosis
- (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:** 04th March 2017 (Saturday) - for all the above Posts

- (ii) **Duration of Examination:** 1.00 Hour (60 minutes) between 11.00 AM to 12.00 Noon {**1.30 Hour (90 minutes) between 11.00 AM to 12.30 PM for Senior Stenographer**}
- (iii) **Venue:** Examination Hall and Lecture Theatres
- (iv) NEIGRIHMS. Candidates will be intimated regarding the venue of the examination through their individual admit cards.
- (v) **Issue of Hall Tickets:** Hall Tickets of the candidates will be sent to the candidates individually by Speed Post by the GAD Section & Est-III Section of the Institute at the address provided in their Application Form. No intimation via Phone or email will be entertained.
- (vi) **Issue of Duplicate Hall Ticket:** 2nd and 3rd March 2017. Candidates not receiving their Hall Tickets by Post will be issued Duplicate Hall tickets with production of their authentic Identity proof.
- (vii) **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 marked.
- (iii) The examination will be conducted in English medium only.

4.3. Distribution of Marks and Syllabus:

a) Senior Stenographer:

100 questions for 90 minutes duration (120 minutes for visually handicapped and cerebral palsy candidates)

1. English Language and comprehension (30 Marks): Active and passive voice, synonyms – antonyms, fill in the blanks, direct and indirect conversion, comprehension passage, spellings, miss spelt word detection and close passage etc.
2. General Knowledge and awareness (30 Marks): Current events, India and its neighboring countries, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, Scientific Research, Health and Medical Sciences and Sports. The questions will be such that they do not require a special study of any discipline.

3. General Intelligence and Reasoning (40 Marks): Problem solving, analyzing, Judgment, decision making, discriminates observation, relationship concept, arithmetic reasoning and arithmetical number series etc.

b) **Junior Stenographer:**

60 questions for 60 Minutes duration (80 minutes for visually handicapped and cerebral palsy candidates)

1. English Language and comprehension (20 Marks): Active and passive voice, synonyms – antonyms, fill in the blanks, direct and indirect conversion, comprehension passage, spellings, miss spelt word detection and close passage etc.
2. General Knowledge and awareness (20 Marks): Current events, India and its neighboring countries, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, Scientific Research, Health and Medical Sciences and Sports. The questions will be such that they do not require a special study of any discipline.
3. General Intelligence and Reasoning (20 Marks): Problem solving, analyzing, Judgment, decision making, discriminates observation, relationship concept, arithmetic reasoning and arithmetical number series etc.

c) **Junior BCG Technician:**

60 questions for 60 Minutes duration (80 minutes for visually handicapped and cerebral palsy candidates)

1. Basic Science (Anatomy and Physiology) – 20 marks
2. Basic Medical Laboratory Techniques as prescribed in B. Sc (MLT) courses and with emphasis on BCG Techniques - 40 marks

d) **Photographer:**

60 questions for 60 Minutes duration

1. General English – 10
2. Basic Human Anatomy, Physiology and the origins and symptoms of diseases related Knowledge – 20
3. Photography with special emphasis to Medical Photography – 30 (Principles and techniques used in medical settings, knowledge and understand the medical environment and the range of uses to which your images are put, knowledge of common medical terminologies, image and data recording and confidentiality and copyright laws.

e) **MTS:**

60 questions for 60 Minutes duration (80 minutes for visually handicapped and cerebral palsy candidates)

1. General English: 20 marks (Basics of English language, word meanings, vocabulary, grammar, sentence structure, synonyms & antonyms and their correct use and fill in the blanks etc.

2. General Intelligence: 20 marks (Similarities and differences, space visualization, analysis and judgement, decision making, problem solving, discriminating observation, relationship concept, figure classification etc.)
3. General Knowledge/awareness: 10 Marks (Current events, Indian History, Culture, Geography, Economic scene, General Polity, Scientific Research, Health and Medical Sciences and Sports etc.). **The questions will be such that they do not require a special study of any discipline.**

4.4. The Results:

- (a) **Declaration of Results:** Merit lists for each of the above posts will be prepared separately based strictly on the candidate`s performance in the OMR based 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. Establishment – III and GAD 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 once the entire recruitment process is over.

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 in the merit list. 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 Competent authority of the Institute. NEIGRIHMS reserves the right to make changes in the information provided in this Manual based on directives from 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

Senior Stenographer, Junior Stenographer, BCG Technician, Photographer and Multi Tasking Staff (MTS)

GENERAL INFORMATION TO THE APPLICANTS

1. NEIGRIHMS will conduct “written Tests” for eligible applicants for recruitment to fill up – **Senior Stenographer** against the Advt. NEIGR-GAD (RC)/89/2015 dated 6th January 2015 and NEIGR-GAD(RC)/93/2015 dated 19th December 2016 along with for the posts of **Junior Stenographer, BCG Technician and Photographer** against Advt. No. NEIGR-E.III/15/2014/Pt. Dated 19th January 2015 and 1 Post of **Multi Tasking Staff (PWD)** under special Recruitment Drive against the Advt. No. NEIGR-E.III/8/2015/Pt. Dated 8th June 2016. 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:** 04th March 2017 (Saturday) - for all the Posts.
5. **Centre of examination: Director`s Administrative Block, NEIGRIHMS, Shillong** only. Candidates will be intimated their Centre through their Hall ticket to be sent to them in their postal address by speed post.
6. **Mode of Examination:** The Mode of Examination will be OMR based Multiple Choice best answer based Questions (MCQ)
7. **Duration of Examination:** 1.00 Hour (60 minutes) between 11.00 AM to 12.00 PM and **90 minutes** between 11.00 AM to 12.30 PM for the Post of **Senior Stenographer**.
8. **Admit Card /Call Letter:** Admit Card to the individual eligible candidate is 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 Hall Ticket by any candidate due to any reason thereof
 - (a) Candidates are required to affix a duly attested passport size photograph (as instructed in admit card) of his/her in the specified space.
 - (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 the admit card.
 - (d) Candidates not receiving his/her Admit Card, can come and collect in person, a duplicate copy of the same from **Recruitment Cell (GAD Dept), NEIGRIHMS, Shillong** during Office hours on **2nd and 3rd March 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 Letterhead), Aadhar Card with Photograph and Domicile Certificate with Photo etc.

9. Questions and syllabus:

- (a) **SENIOR STENOGRAPHER: 100 MCQs for 90 minutes** duration (120 minutes for visually handicapped and cerebral palsy candidates)
- (i) **English Language and comprehension (30):** Active and passive voice, synonyms – antonyms, fill in the blanks, direct and indirect conversion, comprehension passage, spellings, miss spelt word detection and close passage etc.
- (ii) **General Knowledge and awareness (30):** Current events, India and its neighboring countries, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, Scientific Research, Health and Medical Sciences and Sports. **The questions will be such that they do not require a special study of any discipline.**
- (iii) **General Intelligence and Reasoning (40):** Problem solving, analyzing, Judgment, decision making, discriminates observation, relationship concept, arithmetic reasoning and arithmetical number series etc.
- (b) **JUNIOR STENOGRAPHER: 60 questions for 60 minutes** duration (80 minutes for visually handicapped and cerebral palsy candidates)
- (i) **English Language and comprehension (20 Marks):** Active and passive voice, synonyms – antonyms, fill in the blanks, direct and indirect conversion, comprehension passage, spellings, miss spelt word detection and close passage etc.
- (ii) **General Knowledge and awareness (20 Marks):** Current events, India and its neighboring countries, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, Scientific Research, Health and Medical Sciences and Sports. **The questions will be such that they do not require a special study of any discipline.**
- (iii) **General Intelligence and Reasoning (20 Marks):** Problem solving, analyzing, Judgment, decision making, discriminates observation, relationship concept, arithmetic reasoning and arithmetical number series etc.
- (c) **BCG TECHNICIAN: 60 questions for 60 Minutes** duration (80 minutes for visually handicapped and cerebral palsy candidates)
- (i) **Basic Science (Anatomy and Physiology) – 20 marks**
- (ii) **Basic Medical Laboratory Techniques** as prescribed in B.Sc (MLT) courses and with emphasis on practical aspects of vaccination and BCG Techniques - 40 marks
- (d) **PHOTOGRAPHER: 60 questions for 60 Minutes** duration (80 minutes for visually handicapped and cerebral palsy candidates)
- (i) **General English – 10**
- (ii) **Basic Human Anatomy, Physiology** and the origins and symptoms of diseases Related Knowledge – 20
- (iii) **Photography and basic techniques of Photography** with special emphasis to Medical Photography – 30 (Principles and techniques used in medical settings, knowledge and understand the medical environment and the range of uses to which your images are put, knowledge of common medical terminologies, image and data recording and confidentiality and copyright laws)
- (e) **MULTI TASKING STAFF: 10 questions for 60 Minutes** duration (+15 minutes for visually handicapped and cerebral palsy candidates)
- (i) **General English: 20 marks** (Basics of English language, word meanings, vocabulary, grammar, sentence structure, synonyms & antonyms and their correct use and fill in the blanks etc.)

- (ii) **General Intelligence:** 20 marks (Similarities and differences, space visualization, analysis and judgement, decision making, problem solving, discriminating observation, relationship concept, figure classification etc.)
- (iii) **General Knowledge/awareness:** 10 Marks (Current events, Indian History, Culture, Geography, Economic scene, General Polity, Scientific Research, Health and Medical Sciences and Sports etc.)

10. Candidates should note that **Optical Mark Reader (OMR)** answer sheet will be used for indicating the answers. Candidates should familiarise themselves with the use of OMR Answer Sheets. Please read the **INSTRUCTION OF EXAMINATION** below.
11. Each answer with correct response shall be awarded **1 (one) mark** and Zero mark will be given for the question not answered. More than one answer indicated against a question, will be deemed as incorrect response and no mark will be given. There is **NO NEGATIVE MARKING**.
12. While appearing in the Examination, candidates should follow the instructions given in the Question Booklet & OMR sheet carefully and fill up the relevant particulars like Roll No, Question Booklet Code (A/B/C/D etc.). Use only **Black Ball pen while filling up the OMR sheet. Black Ball point pen will be provided to the Candidates at the centre of examination**
13. Since OMR sheets will be used there shall be no provision for manual re-checking and re-evaluation.
14. NEIGRIHMS, Shillong **Results:** A merit list of candidates for each post will be prepared based on the performance in the written test.
15. Note that no TA or DA will be paid to the candidates by the Institute for coming to appear in the examination.
16. Decision of the **Competent Authority, NEIGRIHMS** will be final in case of any dispute.
17. All disputes will be subject to the jurisdiction in the **Meghalaya High Court, Shillong, Meghalaya.**
18. 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 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.

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WRITTEN TEST FOR RECRUITMENT TO THE POSTS OF

Senior Stenographer, Junior Stenographer, BCG Technician, Photographer and Multi Tasking Staff (MTS)

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 Letterhead), 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 Hall Ticket for admission into the Examination Hall. Any candidate who does not possess the 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 (10:30 am) of the scheduled time of examination at 11:00 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 arrangements have been made at the centre for their custody**
8. **No candidate would be allowed entry in the examination hall after 11:00 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 **60 minutes (60 minutes for Senior Stenographer)** only and the examination will start at **11.00 a.m. sharp to 12.00 Noon. (12:30 PM for Senior Stenographer)**
12. No candidate will be allowed to leave the examination, on any count, during the duration of examination (11.00 am to 12.00 Noon). **(12:30 PM for Senior Stenographer)**
13. **Bells:** There would be 4 (four) bells – at 10.45 a.m. marking the announcement to the candidates by Invigilator, at 11.00 a.m. marking the start of examination, at 11.55 a.m. as warning of closing and at 12.00 Noon indicating full time. **(at 12.25 p.m. as warning of closing and at 12.30 PM indicating full time for Senior Stenographer)**
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. The Question Booklet will contain **60 questions (MCQs) carrying 60 marks (100 questions carrying 100 marks for Senior Stenographer)**. All questions will carry equal marks.
18. 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.
19. Question booklet will not be replaced after marking of answers in the answer sheet.
20. The candidate shall enter his/her roll number on the booklet in the box provided therein
21. The candidate shall mark the correct choices in the OMR answer sheet provided for the same.

OMR answer sheet:

22. The candidate should use only **Black-ball-point pen** to shadow the circles in the answer sheet and filling in necessary details on the answer sheet and attendance sheet.
23. **Black-ball-point pen** will be provided in the hall by the invigilator.
24. Candidate should write his/her **Name, roll number, question booklet number** and **sign** at the appropriate place provided in the answer sheet.
25. There are **four alternatives** for the answers to every question denoted by choices a,b,c & d. The candidate shall answer the question by completely shadowing the circle against the most appropriate choice of answer with a **Black-ball-point pen** only.
26. The question once answered by shadowing the circle in the answer sheet shall not be erased/obliterated/scratched/scored out etc. The circles which are shadowed, for more than once, or after erasing/scratching/obliterating/scoring the earlier circle will not be evaluated and such an answer will be treated as a wrong answer. (Please refer to the sample copy of OMR sheet attached with this document).
27. 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.
28. 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.
29. **Carry only the Hall Ticket inside the Hall**; even the envelopes of the admit card are not allowed.
30. A candidate who disobeys the instructions issued by the Invigilator, or who is guilty of rude or disobedient behaviour is liable to be instantly expelled from the examination hall.
31. Drinking Water will be provided at the Examination centre.
32. 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.
33. 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.
34. 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.
35. **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
36. 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
37. 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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Annexure (Sample OMR Sheet)

SAMPLE OMR SHEET

Read to know correct method of Answering in OMR Sheet

Space for filling up Candidate Details by Candidates

NEIGRIH [Redacted] ANSWER SHEET NUMBER

OMR ANSWER SHEET

Please read the instructions carefully

1. All questions are compulsory.
2. Use Black ball pen.
3. Darken **ONLY ONE** CIRCLE with black Ink for each answer as shown in the example below.

WRONG Marking

RIGHT Marking

4. If you darken more than one circle your Answer will be treated as wrong.
5. Do not make any stray marks on the Answer Sheet.
6. Rough work must not be done on the Answer sheet.
7. Do not fold the Answersheet.

Name of the Candidate: (Leave one box empty in between two names)
USE BLACK BALL PEN ONLY

ROLL NUMBER
 [][][][][]

QUESTION BOOKLET NUMBER
 [][][][]

QUESTION SET CODE
 [] [] []

A N S W E R S

Q.No.	A	B	C	D	Q.No.	A	B	C	D	Q.No.	A	B	C	D
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Signature of the Candidate with Date

I certify that I have checked the Roll no., Question set code & Question Booklet No.
 Signature of the invigilator with Date

Office Seal : Inside the box only

Put Your Signature here

Space for Invigilators Signature