

NOTIFICATION

No.A-2/9/2001 Dt. 01.04.2013. For the smooth and effective discharge of the Constitutional obligations bestowed by the provisions of Article 320 of the Constitution of India and to streamline the process of conducting competitive examinations and Personal Interviews for Direct Recruitment of all services other than Organised services under the Government of Mizoram, the Mizoram Public Service Commission hereby lays down the following guidelines:

1. *Short title and Commencement*
 - (a) These Guidelines may be called The Mizoram Public Service Commission (Conduct of Examinations) Guidelines, 2013.
 - (b) They shall come into force from 1.4.2013.

2. *Definitions*

In these Guidelines, unless the context otherwise requires -

 - (a) ‘*Commission*’ means the Mizoram Public Service Commission.
 - (b) ‘*Chairman*’ means Chairman of the Commission.
 - (c) ‘*Secretary*’ means Secretary of the Commission.
 - (d) ‘*Controller*’ means Controller of Examinations in the office of the Commission.

- (e) '*Deputy Controller*' means Deputy Controller of Examinations in the office of the Commission.
- (f) '*Assistant Controller*' means Assistant Controller of Examinations in the office of the Commission.
- (g) '*Confidential Paper*' means such paper(s) or documents classified as confidential by the Commission.
- (h) '*Examination*' means *competitive examinations* or *any other examinations* conducted by the Commission.
- (i) '*Centre*' means the allotted examination venue for holding any examination conducted by the Commission.
- (j) '*Centre Supervisor*' means person(s) appointed by the Commission to supervise examinations at a Centre and to act as link officer with the Controller.
- (k) '*Centre Superintendent*' means person(s) appointed by the Commission to conduct and oversee examinations at a centre.
- (l) '*Assistant Centre Supervisor*' means person(s) appointed by the Commission to assist the Centre Supervisor for the smooth conduct of examinations.
- (m) '*Assistant Centre Superintendent*' means person(s) appointed by the Commission to

assist the Centre Superintendent for the smooth conduct of examinations.

- (n) ‘*Invigilator*’ means a person appointed by the Commission to perform invigilation work at an examination centre.
- (o) ‘*Paper-setter, Moderator, Examiner, Head Examiner, Scrutiniser, Tabulator, Expert, Observer*’ means persons appointed by the Commission under such designations.

3. *Proposal:* As soon as a proposal for direct recruitment for a vacancy is received from the Government, the Commission’s Examination/Recruitment Section will examine the proposal in detail and obtain the approval of the Commission for floating an open advertisement.

4. *Advertisement:* When the Commission’s approval is obtained, advertisement will be floated. If the Service Rule or Examination Regulation does not specifically stipulate the time for submission of application, normally **one month’s** time will be given for submission of application forms. The advertisement so floated will be circulated widely through the official website of the Commission, AIR/Doordarshan/Local Cable TV and Daily Newspapers which are approved by the Commission.

5. *Application Forms & Fees:*

(a) Application form for the advertised post(s) may be obtained from the Reception Counter of the office of the Commission and from the office of Deputy Commissioner of various districts of the state on payment of application fee of Rs.150/- and cost of application form of Rs.10/- i.e Rs.160/- (for SC/ST/OBC). For General Category an application fee of Rs.200/- and cost of application form of Rs.10/- i.e Rs.210/- have to be paid. The cost of Application Form is non-refundable. The above fees may vary if the Examination Regulations for the post(s) specify a different fee(s). The application form may be obtained and submitted between 10:00 AM and 3:00 PM on all working days.

(b) Online submission of application(s) for the advertised post(s), where applicable, may be done from the website of the Commission (<http://www.mpsc.mizoram.gov.in>) on payment of necessary fees and service charge. Details for mode of payment and other necessary information can be had from the website.

6. *Documents to be attached while submitting application forms:*

Normal application forms should be accompanied by certified photocopies of certificates and marksheets and other required documents from H.S.L.C. onwards. However, applicants are not required to submit any

documents along with the OMR application form. Candidates selected for interview on the basis of written examinations are required to submit a certified photocopy of their original certificate and mark sheet from H.S.L.C. onwards, SC/ST/OBC/Physically Handicapped certificate and any other relevant documents issued by competent authority at least 7 (seven) days prior to the date of interview. Candidates submitting wrong/false information will be summarily disqualified and liable to be penalised.

7. *Duties of Examination/Direct Recruitment Section after last date for submission of forms:*

Application forms submitted by the candidates will be received by the Receptionist and the daily receipt of application forms may be submitted to the Examination/Direct Recruitment Section half an hour before closing of the office. For this purpose a register should be maintained wherein the Receptionist should obtain the signature of the dealing clerk who receives the application forms submitted.

After the last day for submission of application forms, the Examination/Direct Recruitment Section shall scrutinise all the applications in minute details. After scrutiny, the Examination Section shall put up the concerned file to the Commission for fixing of examination dates alongwith a statement showing the number of valid applications and those liable to be rejected.

8. *Age Proof:* For Age proof , only HSLC/HSSLC Certificates or other documents approved by the Commission will be accepted.
9. *Admit Card:* After obtaining the Commission's approval for holding examination, Admit Card shall be prepared and it will be collected by the candidate on intimation. Instructions for candidates will clearly be appended on the reverse side of the Admit Card. While preparing the Admit Card an Attendance Sheet where candidates' signature has to be obtained at the time of examination will also be prepared. If a candidate loses his Admit Card he should inform the Controller / Centre Superintendent immediately stating clearly the reason for the loss and if the Controller/Centre Superintendent is satisfied of the genuineness of the loss, a duplicate Admit Card will be issued on payment of Rs 50/-.
10. *Conduct of Examination:* When there are applicants more than the prescribed number to be called for interview as indicated in Guideline 31, a competitive examination will be held in the manner as indicated below. The competitive examination will be of two kinds namely :
- I. General Competitive Examination and
 - II. Technical Competitive Examination

I. General Competitive Examination

General Competitive Examination will be held when recruitment for a certain post does not have a specific guideline or when it does not require specific subject wise specification but can be written by any graduate from a recognised university. As far as practicable the questions will be of multiple choice (objective type).

The examination will comprise of the following papers:

(1)	General English Paper - I	:	100 Marks
(2)	General English Paper - II	:	100 Marks
(3)	General Studies Paper - I	:	200 Marks
(4)	General Studies Paper - II	:	200 Marks
(5)	General Studies Paper - III	:	200 Marks
	Total	:	800 Marks

DETAILS OF SYLLABUS :

- (1) **General English Paper - I**
ESSAY TYPE : **100 Marks**
- | | | | |
|----|------------------------------------|---|----------|
| a) | Essay Writing | : | 25 Marks |
| b) | Précis Writing | : | 15 Marks |
| c) | Letter Writing | : | 15 Marks |
| d) | Idioms & Phrases | : | 14 Marks |
| e) | Expansion of passages | : | 15 Marks |
| f) | Comprehension of
given passages | : | 16 Marks |
- (2) **General English Paper - II**
SHORT ANSWER/OBJECTIVE TYPE: 100 Marks
- | | | | |
|----|--|---|----------|
| a) | Grammar : Parts of Speech,
Nouns, Adjective, Verb,
Adverb, Preposition, Etc. | : | 40 Marks |
|----|--|---|----------|

- b) Compositions : 30 Marks
- i) Analysis of complex and compound sentences.
 - ii) Transformation of sentences.
 - iii) Synthesis of sentences.
- d) Correct usage and vocabularies. : 30 Marks

(3) **General Studies Paper - I**

OBJECTIVE TYPE : 200 Marks

A. History of Modern India and Indian Cultures : 100 marks

- (a) Historical forces and factors which led to the British conquest of India with special references to Bengal, Maharashtra and Sind; Resistance of Indian powers and causes of their failure.
- (b) Evolution of British Paramountcy over princely States.
- (c) Stages of colonialism and changes in Administrative and policies. Revenue, Judicial and Social and Educational and their linkages with British colonial interests.
- (d) British economic policies and their impact. Commercialisation of Agriculture, Rural Indebtedness, Growth of Agriculture Labour, Destruction of Handicraft Industries, Drain of Wealth, Growth of Modern Industry and Rise of a Capitalist Class. Activities of the Christian Missions.

- (e) Efforts at regeneration of Indian society- Socio-religious movements, social, religious, political and economic ideas of the reformers and their vision of future, nature and limitation of 19th Century “Renaissance”, caste movements in general with special reference to South India and Maharashtra, tribal revolts, specially in Central and Eastern India.
- (f) Civil rebellions, Revolt of 1857, Civil Rebellions and peasant revolts with special reference to Indigo Revolt, Deccan Riots and Maplia Uprising.
- (g) Rise and Growth of Indian National Movement. Social basis of Indian nationalism policies. Programme of the early nationalists and militant nationalists, militant revolutionary group terrorists. Rise and Growth of communalism. Emergence of Gandhiji in Indian politics and his techniques of mass mobilisation: Non-cooperation, Civil Disobedience and Quit India Movement; Trade Union and peasant movements, State(s) people movements, rise and growth of Left-wing within the Congress Socialists and communists; British official response to National Movement. Attitude of the congress to Constitutional changes 1909-1935. Indian National Army Naval Mutiny of 1946. The Partition of India and Achievement of Freedom.

B. Current events of national and international importance. : 100 Marks

(4) General Studies Paper - II**OBJECTIVE TYPE : 200 Marks****A. Indian Polity: 76 Marks**

- (a) The Roots: Colonialism and nationalism in India; A general study of modern Indian social and political thought; Raja Rammohan Roy, Dadabhai Naoroji, Gokhale, Tilak, Sri Aurobindo, Gandhi, B.R. Ambedkar, M.N. Roy and Nehru.
- (b) The Structure: Indian Constitution, Fundamental Rights and Directive Principles, Union, Government; Parliament, Cabinet, Supreme Court and Judicial Review, Indian Federalism, Centre State relations, State Government, Role of the Governor, Panchayati Raj
- (c) The Functioning: Class and Caste in Indian Politics, politics of regionalism, linguism and communalism. Problems of secularization of the policy and national integration, Political, elites, the changing composition; Political parties and political participation; Planning and Developmental Administration; Socio-economic changes and its impact on Indian democracy.

B. Indian Economy : 74 Marks

- (a) The Indian Economy: Guiding principles of Indian economic policy- Planned growth and distributive justice - Eradication of poverty. The institutional framework of the Indian economy. Federal governmental structure-Agriculture and industrial sectors- Public and private sectors.

National income - its sectoral and regional distribution. Extent and incidence of poverty.

- (b) Agriculture Production: Agriculture Policy: lands reforms, Technological change. Relationship with the Industrial Sector.
- (c) Industrial Production: Industrial Policy, Public and private sector, Regional distribution. Control of monopolies and monopolistic practices.
- (d) Pricing Policies for agricultural and industrial outputs Procurement and public Distribution.
- (e) Budgetary trends and fiscal policy.
- (f) Monetary and credit trends and policy- Banking and other financial institutions.
- (g) Foreign trade and the balance of payments.
- (h) Indian Planning: Objectives, strategy, experience and problems.

C. Geography of India : 50 Marks

Physical Aspects - Geological history, physiography and drainage systems, origin and mechanism of the Indian Monsoon, identification and distribution of drought and flood prone areas; soils and vegetation, land capability, schemes of natural physiographic drainage and climate regionalisation.

Human Aspects - Genesis ethnic/racial diversities; tribal areas and their problems; and role of language, religion and culture in the formation of regions; historical perspectives and unity and diversity; population distribution, density, and growth, population problems and policies. Resources conservation and utilization of land mineral, water, biotic and marine resources, man

and environment-ecological problems and their management.

Agriculture – The infrastructure, irrigation, power fertilizers, and seeds; institutional factors, land holdings, tenure, consolidation and land reforms; agricultural efficiency, and productivity, intensity of cropping, crop combinations and agricultural regionalization, green revolution, dry-zone agriculture, and agricultural land use policy; food and nutrition; Rural economy, animal husbandry, social forestry and household industry.

Industry – History of industrial development factors of localization; study of mineral based, agro-based and forest based industries, industrial decentralization and industrial policy; industrial complexes and industrial regionalization, identification of backward areas and rural industrialization.

Transport and Trade – Study of the network of roadways, railways, airways and water ways, competition and complementarily in regional context; passenger and commodity flow, intra and interregional trade and the role of rural market centres.

Settlements; Rural settlement patterns; urban development in India; Census concepts of urban areas, functional and their archaic patterns of Indian cities, city regions and the rural-urban fringe; internal structure of Indian cities; town planning slums and urban housing; national urbanization policy.

Regional Development and Planning - Regional policies in Indian Five Year Plan; experience of regional planning in India, multi-level planning state, district and block

level planning, Centre State relations and the Constitutional framework for multi-level planning, Regionalisation for planning for metropolitan regions; tribal and hill areas, drought prone areas, command areas and river basins; regional disparities in development in India.

Political Aspects – Geographical basis of Indian federalism, state reorganization; regional consciousness and national integration; the international boundary of India and related issues; India and geopolitics of the Indian Ocean area.

(5) **General Studies Paper - III**

OBJECTIVE TYPE : 200 Marks

A. The role and impact of science and technology in the development of India. : 76 Marks

In the part relating to the role and impact of science and technology in the development of India, questions will be asked to test the candidate's awareness of the role and impact of science and technology in India, emphasis will be on applied aspects. It will also include general knowledge relating to science, inventions and discoveries, terminologies, etc.

B. History, Cultural Heritage and Traditional Practices and General Knowledge about Mizoram : 74 Marks

History, Cultural Heritage and Traditional Practices and General Knowledge about Mizoram will include broad history of Mizoram including pre and post advent of

the British, Colonial Era, the Lushai Chiefs, Political upheavals, famines, socio-economic and political events after independence. Cultural and traditional practices, customary laws and practices including folk lore and songs, dances and festivals. General Knowledge will include objective questions about Mizoram.

C. Aptitude Test : 50 Marks

(a) Numerical And Figurework Tests: (16 Marks)

These tests are reflections of fluency with numbers and calculations. It shows how easily a person can think with numbers. The subject will be given a series of numbers. His/Her task is to see how the numbers go together to form a relationship with each other. He/She has to choose a number which would go next in the series.

(b) Verbal Analysis And Vocabulary Tests: (14 Marks)

These tests measure the degree of comfort and fluency with the English language. These tests will measure how a person will reason with words. The subject will be given questions with alternative answers, that will reflect his/her command of the rule and use of English language.

(c) Visual And Spatial/3-D Ability Tests: (10 Marks)

These tests are used to measure perceptual speed and acuity. The subject will be shown pictures where he/she is asked to identify the odd one out; or which comes next in the sequence or explores how easily he/she can see and turn around objects in space.

(d) Abstract Reasoning Tests: (10 Marks)

This test measures the ability to analyse information and solve problems on a complex, thought based level. It measures a person's ability to quickly identify patterns, logical rules and trends in new data, integrate this information, and apply it to solve problems.

II. Technical Competitive Examination

Combined Services Technical Competitive Examinations will be held when the relevant Recruitment Rules/Service Rules do not specify the mode on how an examination will be conducted but invites an application from such persons who possess either a Graduate or Post Graduation Degree on a specific subject from a recognised university as specified in the relevant Recruitment Rules. The scheme of examination is as follows:-

(1)	General English Paper - I	:	100 Marks
(2)	General English Paper - II	:	100 Marks
(3)	Technical Subject Paper - I (Objective Type)	:	200 Marks
(4)	Technical Subject Paper - II (Objective Type)	:	200 Marks
(5)	Technical Subject Paper - III (Objective Type)		
	(A) Technical	:	150 Marks
	(B) Aptitude Test	:	50 Marks
	Total	:	800 Marks

The detailed syllabus in General English Paper I, General English Paper II and Aptitude Test will be similar to that of the General Competitive Examination. The syllabus of technical

paper and the standard will be based on the Recruitment Rules/ Service Rules of the said post. The marks carried by the three papers will be 200 marks each and the question will be of multiple choice objective type question.

11. *Examination Programme:* The Examination programme will be displayed on the Admit Card/Attendance Sheet and official website of the Commission.
12. *Declaration to be made by the staff of the Commission:* Whenever an Examination is to be conducted, the staff of the Commission who has a close relative appearing in the examination should make a declaration to the Controller stating that their near/close relative(s) is/are appearing in the examination (*Annexure-I*). On receipt of such declaration the Controller will decide whether to retain the officer/staff or not on his own discretion.
13. *Secretary, in consultation with the Chairman, shall appoint a Panel of Experts.*
- (a) Supervisor/Centre Superintendent of Examination Centre. (*Annexure-X*)
 - (b) Assistant Supervisor/Assistant Centre Superintendent.
 - (c) Paper-setters for different subjects.
 - (d) Moderators.
 - (e) Examiners, including Head Examiners for different subjects.
 - (f) Tabulators.

- (g) Scrutinisers of answer scripts and marksheets.
- (h) Experts for Interview.
- (i) Invigilators.
- (j) Observer : A person appointed as an Observer should visit the examination centre and should submit a report and suggestions (if any) to the Controller.

All persons appointed under this guidelines shall be given an appointment order and the duration of their tenure will be indicated in the appointment order. During their tenure they will be bound by the Indian Official Secret Act, 1889 Section 3(1)(c) and (3) and (4) read with Section 2 of the Official Secret Act, 1911 (1 and 2 Geo.5, Chap. 28) and Section 21 of the Indian Penal Code. (*“The disclosure of the confidential information to unauthorised persons is an offence”*).

14. Duties and functions of Controller of Examinations

- (a) Under the guidance of the Secretary, the Controller will be responsible for proper and smooth conduct of Examinations.
- (b) Other than the Secretary, the Controller will have access on all confidential papers.
- (c) Report of the Centre Superintendent on the day to day happening at the Examination Centre(s) should be submitted by the

Controller to the Commission through the Secretary.

*15. Duties of
Paper setters*

- (a) To prepare manuscript of questions strictly in accordance with the prescribed syllabus of the subjects and should abide with the directions given by the Commission.
- (b) to submit the manuscript in a sealed cover marked “CONFIDENTIAL” to the Controller personally.
- (c) he should not retain copy of the manuscript in any form.

*16. Duties of
Moderators*

- (a) The Moderator, by himself or a panel of Moderators, shall moderate the manuscripts and finalise the question papers.
- (b) The finalised questions should be handed over to the Controller and if any omissions, mistakes, etc. are found, the Moderator(s) should be informed immediately for rectification. After having done this under the guidance of the Controller, the same will be stored in the computer of Confidential Section.

17. Questions:

- (a) At least two sets of questions should be prepared for all papers/subjects of the examination.
- (b) Copies of the final question papers, as far as practicalbe, will be made only one week

before the commencement of the examination.

- (c) Questions received from Paper-setter(s) shall be scrutinised by Moderator(s) for making final selection.
- (d) Once the question papers are printed under the guidance of the Controller, the number of copies printed will be verified and packed in a confidential bag and properly sealed. The sealed packets should be kept in a safe place e.g. Commission's Strong Room, Treasury Strong Room or Thana.
- (e) On each day of the examination, the Centre Superintendent/Centre Supervisor shall take out the question papers from the Commission's Strong Room, Treasury Strong Room or Thana under Police escort.
- (f) The sealed packets of question papers should not be opened earlier than 15 minutes before the hour fixed for the commencement of the examination. The sealed packets should be opened in the presence of at least two Invigilators in the prescribed form.

18. Admission to the Examination Hall/ Room.

- (a) The Examination Hall should be opened half an hour before the commencement of the examination so as to enable the candidates to locate the seats allotted to them.

- (b) Candidate, whose validity of his/her candidature cannot be proven, shall not be allowed to enter or sit in the examination.
- (c) A candidate should not normally be admitted to the Examination Hall/Room or given a question paper more than 30 minutes after the commencement of examination. On special circumstances, the Centre Superintendent may extend this time limit not exceeding 45 minutes from the commencement of the examination.
- (d) No candidate shall be allowed to leave the Examination Hall/Room before the expiry of 45 minutes from the commencement of the examination. A candidate, once given an Answer Book should, in no case be allowed to leave the Examination Hall/Room without submitting the same.
- (e) Candidates shall be permitted to take a seat only at a Centre where he/she has been allotted.

19. Duties and functions of Centre Superintendent :

- (a) To make an arrangement for the smooth conduct of Examination.
- (b) He/she shall convene a briefing session with the Invigilators prior to the actual date of examination.
- (c) Examination programme scheduled by the Commission shall be sent to the Centre Superintendent who, in turn will inform the Invigilators and others concerned.

- (d) With the help of Invigilators, to take all possible steps to ensure that there is no case of impersonation.
- (e) His/her decisions at the Examination centre shall be final.
- (f) He/she shall frequently visit different rooms of Examination at his centre.
- (g) The Centre Superintendent should remain at the examination centre until the examination is over.
- (h) The Centre Superintendent is responsible for the efficient performance of the Invigilators at his centre. If there is any misconduct or misbehaviour on the part of the personnels involved with the examination at his/her centre, he will prepare a special report under sealed cover and forward the same to the Controller for further action.
- (i) If an Invigilator is unable to perform his/her duties, the Centre Superintendent may appoint any person from the panel of Invigilators in his/her place
- (j) The Centre Superintendent shall open the question papers at his/her centre by using Form 'A' (*Annexure-VII*) and then distribute it to the Invigilators for opening it in their respective rooms using Form 'B' (*Annexure-IX*).

20. *Duties of Assistant Centre Superintendent:*
- (a) To assist the Centre Superintendent for smooth conduct of the examination.
 - (b) To take the responsibility of the Centre Superintendent in an examination centre if the Centre Superintendent has to leave the examination centre due to unavoidable circumstances.
 - (c) To visit different examination room/hall within his centre.
21. *Arrangement of Seats.*
- Two days prior to the commencement of the examination, the Centre Superintendent shall complete all the seating arrangements of the candidates. The seats should be so arranged that candidates, when seated, shall face one way and placed at sufficient distance from one another so as to prevent copying, prompting or adopting of unfair practices. The ratio of the number of Invigilators to the number of candidates should normally be 1:30 subject to the condition that no room should have less than two invigilators. A seat plan (*Annexure-XII*) showing the Roll No. of candidates, should be displayed outside each room and hall where examination is held.
22. *Functions and Duties of Invigilator*
- (a) Invigilators should see that the candidates fill up their answer book correctly. Only after such careful checking should they put their signature in the answer book of the candidates.

- (b) Invigilators appointed for an examination should reach the examination centre at least 30 minutes before the commencement of the examination.
- (c) On the morning of the first day of the examination, all candidates should be instructed to go through the rules of examinations carefully, giving them due warning regarding offences which may entail expulsion from the examination.
- (d) Invigilators should take utmost care not to disturb or distract the candidates in any way while on duty. Reading materials like books, newspapers etc. must be avoided.
- (e) The Invigilators should maintain constant vigil to prevent unfair practices by the candidates
- (f) No Invigilator should talk or communicate with the candidates except under unavoidable circumstances.
- (g) If any unfair practice is detected by the Invigilators, it shall be their duty to seize the incriminating document along with statement of 2 witnesses and promptly report the incident in a prescribed form (*Annexure-VII*) to the Centre Superintendent for further action.
- (h) The Invigilators should not normally allow any candidate to leave the examination hall/ room during the examination. If the candidate has to answer the call of nature,

he may be allowed leave the examination hall/room accompanied by a IV Grade duty. The Invigilators should also ensure that two or more candidates do not meet outside the hall or talk to each other.

- (i) The Invigilators should ensure that each candidate sits in the seat allotted to him/her. If circumstances compelled a candidate's seat to be changed, it will be arranged with the approval of the Centre Superintendent.
- (j) On receipt of the sealed packet(s) of question papers from the Centre Superintendent, the Invigilators, using Form 'B' (*Annexure-IX*) shall open it in their respective rooms.
- (j) If any query is raised by the candidates on the correctness of the questions or otherwise, the Invigilator shall not give any clarification by himself/herself, but report the matter to Centre Superintendent who in turn will inform the Controller in writing.

23. *Instruction to Candidates*

- (a) Candidates will be admitted to the Examination hall on production of their Admit Card.
- (b) Admission will ordinarily be refused to a candidate who is more than half an hour late.
- (c) No candidate shall be allowed to leave the examination hall/room until 45 minutes has passed from the commencement of the examination.

- (d) Candidates should bring their pens and any other special requirements such as mathematical boxes, etc. for use in the Examination Hall.
- (e) The candidates should not bring any articles (other than those specified above) such as books, notes, loose sheets, mobile phones, pagers, digital diaries, etc. inside the examination hall. However, they will be allowed to use battery operated simple pocket calculator or scientific calculator subject to the nature of questions.
- (f) Candidates, other than those with locomotor disability or visually impaired, must write in their own hand. In no circumstances will they be allowed to avail the help of a scribe. In case of those candidates who are allowed the use of a scribe, an extra 20 minutes per hour on pro-rata basis for a written test of 1 (one) hour or less than one hour or more than one hour duration shall be granted. Further, the expenses for engagement of the scribes are to be borne by the candidate himself/herself. Such candidates should report themselves to the Controller of Examinations two weeks prior to the commencement of the examination.
- (g) Answers should not be written in pencil. Pencil may, however, be used for maps, mathematical drawing or rough work.

- (h) Candidates must produce their Admit Card, give their specimen signature where required and reply to questions put by the Invigilator.
- (i) Particulars/Details to be filled up in the answer sheet should be filled up completely and correctly, answer scripts of candidates failing to do so will not be evaluated.
- (j) The candidates must attempt questions in accordance with the directions on each question paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first upto the prescribed number shall be evaluated and the remaining ignored.
- (k) Candidate(s) detected in using unfair means or communicating with one another or found in possession of unauthorised books and papers during the examination shall be expelled and their names struck off the rolls. They will be liable to be debarred from applying for all future examinations and selection to be conducted by the Commission.
- (l) No candidate shall leave the Examination Hall without prior permission of the Invigilator.
- (m) They must not write or revise their answers after the expiry of the allotted time.

- (n) Silence must be observed at all time in the Examination hall.
- (o) Smoking in the Examination Hall is strictly prohibited.
- (p) The candidates must abide by such instructions as may be specified on the cover of the answer-book or instructions to candidates given at the back of the Admit Card. If a candidate fails to do so or indulges in improper conduct, he/she will render himself/herself liable to expulsion from the examination or such other punishment as the Commission deem fit to impose.
- (q) Any candidate found to be intoxicated with alcohol and/or psychotropic substances will be expelled from the Examination hall.
- (r) If a candidate loses his Admit Card he should inform the Controller/Centre Superintendent immediately clearly stating the reason for the loss and if the Controller/Centre Superintendent is satisfied of the genuiness of the loss, a duplicate Admit Card will be issued on payment of Rs.50/-.
- (s) Any candidate who applies for his/her Marksheet should enclose original or attested copy of Admit Card.
- (t) Examination centre once opted cannot be changed.

- (u) Answer scripts of candidates who do not complete the examination will not be evaluated.
 - (v) Wrongly numbered or unnumbered answers will not be evaluated.
24. *Expulsion of Candidate :*
- (a) Where a candidate is found guilty of misconduct or malpractice or any offence he shall be expelled and shall not be allowed to continue the examination. In such cases the Centre Superintendent shall submit a report in the prescribed form (*Annexure-V*) to the Controller, stating in full the facts and situation accompanied by the evidence against the candidate in a sealed cover.
 - (b) When a candidate is suspected of using unfair means during the Examination by the Centre Superintendent but lacking in proof of the candidate's misdeeds to warrant expulsion, the Centre Superintendent may allow him/her to continue the examination. However, the Centre Superintendent has to make a special report enclosing the answer book and any other incriminating documents, if any, in a sealed cover to the Controller, clearly indicating in red ink the portions wherein unfair means is suspected to have been practised.
 - (c) Any candidate threatening or intimidating any Invigilator will be expelled from the examination hall/room immediately and the

matter will be reported to the Controller as well as the local police.

- (d) In the event of any contingencies arising which may call for immediate action, action will be taken on the candidate under The Mizoram Prevention of Malpractices at Examination Act, 1990 and further action will also be taken under Code of Criminal Procedure, 1973.

25. *Debarment :* Candidate(s) charged under Guideline 24 (a) or (b) or (c) and found guilty may be debarred from appearing in any examinations/recruitment conducted by the Mizoram Public Service Commission. The Commission will maintain a record of this and the same shall be sent to Union Public Service Commission as well as other State Public Service Commissions. Candidate(s) debarred by the Union Public Service Commission shall automatically be debarred by the Mizoram Public Service Commission.

26. *Answer Books:* (a) Immediately after completion of a particular subject or paper, the answer scripts must be sorted out and arranged in order of Roll No. of the candidates, the answer sheets along with two question papers should be packed and sealed in the presence of the Centre Superintendent. The sealed package must be kept in a safe place before other answer books are received from other

centre(s). Coding of the answer books will be done by the Confidential Section when answer books from all the centres are received.

- (b) Each packet of answer book must have a separate Top Sheet (*Annexure-IV*), two copies of which will be made, one copy will be kept inside the packet and the remaining copy will be retained by the Centre Superintendent.

27. Submission of Final report by the Centre Superintendent.

As soon as the examination is over, the Centre Superintendent should submit the following items to the Commission's office:

- (a) Any unused Answer books, additional sheets and other articles.
- (b) Attendance Sheet showing the candidate's signature.
- (c) List of expelled candidates in the prescribed form.
- (d) Confidential Report on the conduct of examination at the Centre.

28. Duties of Examiners and Head Examiners

Answer scripts shall be examined by at least two Examiners and, when necessary, by a Head Examiner.

- (a) The Examiner shall examine the answerscripts strictly in accordance with the guidelines and instructions issued by the Commission.

- (b) The Examiner shall receive the answer books from the Controller or any other person authorised by the Controller with proper receipt.
- (c) The Examiner shall personally submit the answer books to the Controller giving confidential marking. The receiver of the answer books from the Examiner shall ensure that the number of answer books given out and those received are the same.
- (d) It shall be the duty of the Head Examiner (if appointed) to convene meetings of the examiners and discuss guidelines for evaluation of answer books.
- (e) The Head Examiner shall satisfy himself in regard to proper evaluation of the answer books by the examiners through a random test check which will generally be done on 10% of answer books submitted to him.
- (f) The Head Examiners shall have the right to re-examine the marginal cases and any re-assessment made by him shall be deemed valid.
- (g) The Head Examiner shall have the powers necessary for rectification of discrepancies under intimation confidentially to the Controller.
- (h) It is the duty of the Examiner to see whether the candidate has attempted beyond the prescribed number of questions. If the

questions are attempted in excess of the prescribed number, only the questions upto the prescribed number shall be evaluated and the remaining ignored.

- (i) Wrongly numbered or unnumbered answers should not be evaluated.

29. *Duties of
Scrutinisers/
3rd Examiners*

- (a) To scrutinise all answer books in regard to totalling, omissions of marks and other errors.
- (f) The Scrutiniser shall act as the Third Examiner if the difference in the total of marks awarded by the First and Second Examiner is more than 30% of the total marks carried by the paper.
- (e) Wrongly numbered or unnumbered answers should not be evaluated.
- (b) to compare and verify the total marks awarded in the answer scripts with the question.
- (c) to verify any Over-marking/Under-marking.
- (g) The Scrutiniser shall take the average of marks awarded by the First and Second Evaluator or marks awarded by the First, Second and Third Evaluator for each question and this shall be the marks obtained by the candidate for each question. Decimal points in the total average of marks should

be rounded to a whole number (decimal points of 0.50 and above should be rounded to the next whole number and decimal points less than 0.50 should be ignored).

- (d) Any other errors that can occur. If any such errors etc. are noticed the Scrutiniser shall inform the Controller and the same will be rectified. In such cases the Controller and the Scrutiniser will append their signature respectively on the answer books.

30. Mark Tabulation

Confidential Section shall tabulate the marks obtained by the candidates in a manner prescribed by the Commission and submit the same for preparation of results.

31. Preparation of Result & conduct of interview:

Soon after all the answer scripts are received back from the examiner and all other necessary procedures had been done by the Examiner, Scrutiniser and the Tabulator, the Controller will submit the result to the Secretary clearly highlighting the number of candidates that can be called for an interview according to the procedure as laid down under relevant service rules/recruitment rules or, in the absence of such, as per provisions of these guidelines to the Commission for fixing of interview date and appointment of expert. At the same time the bio-data of the candidates as well as their academic grade will have to be prepared. If the Commission feels the need for group discussion

or writing of resume, it will have to be done by the candidates.

The marks that can be scored in different subjects may vary as there can be scoring subjects and non-scoring subjects. In order to rectify this problem and if the Commission considers it necessary moderation/scaling shall be done.

The number of candidates that can be called for an interview will be as follows:

<u>No. of vacancy</u>	<u>No. of candidates to be called for interview</u>
1 post	5 candidates
2 posts	$2 + 5 = 7$
3 posts	$3 + 6 = 9$
4 posts	$4 + 7 = 11$
5 posts	$5 + 8 = 13$
6 posts	$6 + 9 = 15$
7 posts	$7 + 10 = 17$
8 posts	$8 + 10 = 18$
9 posts	$9 + 10 = 19$
More than 9 posts	twice the vacancies

Interview call will be made purely on the merit based position of the candidates. Unless regulated by the Examination Regulation the maximum marks carried by an interview will be 100 which is 12.5% of the total marks of 800 in the written examination. Marks awarded in the Personal Interview shall be not less than 40%

and not more than 80%. The final result will be based on the sum total of marks obtained by the candidates both in written examination and personal interview. Recommendation shall be made in order of merit for the number of vacancies available.

In cases where the number of applicants for a post or posts is less than the number of candidates to be called for interview, recruitment would be done by means of Personal Interview only, and it will carry a maximum marks of 100. In this kind of Direct Recruitment the Commission will have the authority to appoint a Technical Expert to assess the candidates on their field of expertise. This will also hold good in case of Mizoram Civil Services (Combined Competitive) Examinations where the candidates have the option of choosing the subjects and service of their choice. The Commission has the authority to invite a person of high integrity with experience to take part in the interview to assess the candidates. However, if the number of applicants for a post is more than the number of candidates to be called for interview the Commission will conduct a written examination followed by personal interview.

In order to ensure elimination of every element of bias, Chairman/Chairperson/Members of the Selection Committee whose relatives are being considered by the Selection Committee should not take part in its deliberations. Therefore, every

Member of the Selection Committee is required to furnish a certificate to the Chairman/Chairperson of the Selection Committee before commencement of the meeting stating that none of his/her close relative is being considered by the Selection Committee and that he/she is otherwise also not interested in any particular candidate. Chairman/Chairperson of the Selection Committee should also furnish similar information. (*Annexure-II*)

The answer books of the candidates selected for personal interview will be kept ready for verification if the Commission considers it necessary.

The written marks obtained by the candidates will be kept confidential by the Confidential Section till the Interview is over. After the conclusion of interview the Commission will publish a final merit list based on the performance of the candidates in the written examinations and personal interview and their suitability for the post. In case of candidates securing equal marks in the final merit list, their merit position will be determined giving weightage to the older candidate or the general principles for determining seniority issued by the Government from time to time. Out of the merit list prepared the Commission will recommend candidates against the vacant posts in order of merit for appointment. However, if the candidates selected are more than the post can hold they will have

to be put on a reserved panel. This panel list will hold only in case of the declination of appointment, resignation or death of a candidate for the post they are recommended. The validity of the reserved panel will be 1 year subject to an extension of 6 months in consultation with the concerned department. Recommendation from the reserved panel will be made only after proper requisition is received from the concerned department.

The final result declared by the Commission will be displayed on the notice board and official website of the Commission clearly showing the candidate's name, father's name and their addresses. The same will be given to electronic as well as print media for the speedy spread of the result.

Candidates selected or otherwise can be issued their marksheet only after fifteen days from the declaration of the final result on payment of Rs.50/- accompanied by a formal application and Admit Card to the Controller.

*32. Reevaluation
of Answer
Scripts*

After the announcement/preparation of the final result as such, re-evaluation of answer books/scripts will not be permitted under any circumstances.

33. *Remuneration*

Remuneration will be given to all persons engaged in the conduct of an examination as stated below. However, if they fail to abide by the instructions and guidelines of the Commission or fail to fulfill their duties, remuneration will not be given to them.

Sl. No.	Category	Rate	Remarks
1.	Question setter per question (Conventional type)	Rs.150	} Subject to minimum of Rs.1,000 per paper
2.	Evaluation per script (Conventional)	Rs.40	
3.	Question setter per question (Objective type)	Rs.20	
4.	Question setter (Aptitude Test) per question (Objective type)	Rs.40	
5.	Answer key per answer (Objective type)	Rs.10	
6.	Evaluation per question (Objective type)	25 paise	
7.	Evaluation for Stenographer per script	Rs.40	
8.	Scrutiniser (per script) per script	Rs.40	
9.	Moderator per question (Objective type)	Rs.10	
10.	Moderator (Aptitude Test) per question (Objective type)	Rs.20	
11.	Moderator per paper (Conventional type)	Rs.750	} Subject to minimum of Rs.300 per exami- nation
12.	Dictator per dictation passage	Rs.300	
13.	Tabulator (per candidate)	Rs.5	

14.	Syllabus preparation	Rs.1,000	per paper
15.	Centre Supervisor	Rs.300	per shift
16.	Assistant Centre Supervisor	Rs.250	per shift
17.	Centre Superintendent	Rs.250	per shift
18.	Assistant Centre Superintendent ...	Rs.220	per shift
19.	Officer i/c MPSC Strong Room	Rs.200	per day
20.	Invigilator	Rs.200	per shift
21.	Clerk	Rs.180	per shift
22.	Time Keeper	Rs.100	per shift
23.	Driver	Rs.100	per shift
24.	Group D	Rs.100	per shift
25.	Treasury Officer	Rs.200	per day
26.	Staff i/c Treasury Strong Room	Rs.150	per day
27.	Strong Room Group D staff pakhat ...	Rs.50	per day
28.	Strong Room Guard Duty	Rs.60	per day
29.	Technical Expert	Rs.1,000	per day for Physical Efficiency Test
30.	Assistant Technical Expert	Rs.500	per day for Physical Efficiency Test
31.	Expert (Official)	Rs.1,000	per day
32.	Expert (Non-Official) (per day)	Rs.1,500	per day
33.	For the day of seat arrangement		
	(a) Centre Supervisor/ Centre Superintendent	Rs.500	
	(b) Clerk	Rs.360	
	(c) Driver	Rs.200	
	(d) Group D	Rs.200	

34. The Secretary or the Controller, with the approval of the Chairman shall be competent to issue detailed instructions in regard to all affairs connected with the conduct of examinations, provided that such instructions are not inconsistent with these guidelines. It will also be their duty to approach the authority for detailing security personnel at the Examination Centres.
35. The Chairman shall be competent to issue any further instructions in this regard and if any question arises relating to the interpretation of these guidelines, the decision of the Chairman shall be final.
36. All previous Guidelines shall stand repealed on and from the date of the commencement of this Guidelines.

Provided that any action or actions taken under such Guidelines hereby repealed shall be deemed to have been taken under the corresponding provisions of these Guidelines.

Secretary
Mizoram Public Service Commission
Aizawl.

* * * * *

Annexure-I

DECLARATION

As per provision of Guideline 12 of the Mizoram Public Service Commission (Conduct of Examinations) Guidelines, 2013, I hereby declare that none of my close relatives will be appearing in the _____ examination.

Name : _____

Designation : _____

Date : _____

Annexure-II

**MIZORAM PUBLIC SERVICE COMMISSION
New Secretariat Complex
Aizawl : Mizoram
(EXAMINATIONS)**

DECLARATION

As per provision of Guideline 31 of the Mizoram Public Service Commission (Conduct of Examinations) Guidelines, 2013, I hereby declare that none of my close relatives is being considered by the Selection Committee on _____ for which I am a Chairman/Chairperson/Member/Expert of the Selection Committee for recruitment to the post of _____ under _____ and I am not interested in any particular candidate.

Name : _____

Designation : _____

Date : _____

**Mizoram Public Service Commission
Aizawl**

Admit

Pi/Pu _____

Roll No. _____ to the _____

Controller of Examination
Mizoram Public Service Commission
Aizawl

**Mizoram Public Service Commission
Aizawl**

ADMIT



Pi/Pu _____

Roll No. _____ to the _____

His/her attention is drawn to the instructions overleaf.

Venue : _____

DATE	MORNING 9:00AM - 12:00 Noon	AFTERNOON 1:00PM - 4:00PM

Controller of Examination
Mizoram Public Service Commission
Aizawl

INSTRUCTIONS TO CANDIDATES

1. Candidates will be admitted to the Examination Hall on production of this Admit Card. Admission will ordinarily be refused to a candidate who is more than half an hour late.
2. Loss of Admit Card must be reported to the Controller of Examinations / Centre Superintendent immediately and duplicate copy of the same will be issued by the Controller of Examinations / Centre Superintendent on payment of Rs.50/- (Rupees Fifty) only.
3. No Candidate shall be permitted to leave the Examination Hall/ Room until 45 minutes has passed from the commencement of the examination.
4. The candidates should not bring any articles such as books, notes, loose sheets, mobile phones, pagers, digital diaries, etc. inside the examination hall. However, they will be allowed to use battery operated simple pocket calculator or scientific calculator subject to the nature of questions.
5. Candidates, other than those with locomotor disability or visually impaired, must write in their own hand. In no circumstances will they be allowed to avail the help of a scribe. In case of those candidates who are allowed the use of a scribe, an extra 20 minutes per hour on pro-rata basis for a written test of 1 (one) hour or less than one hour or more than one hour duration shall be granted. Further, the expenses for engagement of the scribes are to be borne by the candidate himself/herself. Such candidates should report themselves to the Controller of Examinations two weeks prior to the commencement of the examination. Answers must not be written in pencil. Pencils may, however, be used for maps, response sheet, mathematical drawing or rough work.
6. Particulars/Details to be filled up in the answer sheet should be filled up completely and correctly, answer scripts of candidates failing to do so will not be evaluated.

7. Candidates must attempt questions in accordance with the directions on each question paper. If questions are attempted in excess of the prescribed number, only the questions attempted first up to the prescribed number shall be evaluated and the remaining ignored.
8. Answer scripts of candidates who do not complete the examination will not be evaluated.
9. Wrongly numbered or unnumbered answers will not be evaluated.
10. Any candidate who applies for his/her Marksheet should enclose original or attested copy of Admit Card.
11. Candidates detected in using unfair means or communicating with one another or found in possession of unauthorised books and papers during the examination shall be expelled and their names struck off the rolls. They will be liable to be debarred from applying for all future examinations and selection to be conducted by the Commission.
12. No candidate shall leave the Examination Hall without prior permission of the Invigilator.

Annexure-IV

Topsheet

**MIZORAM PUBLIC SERVICE COMMISSION
New Secretariat Complex
Aizawl : Mizoram
(EXAMINATIONS)**

----- Centre
Subject ----- Paper -----

Forenoon Paper Date -----
Afternoon Paper

Roll No.	Present						

Total No. -----

Total No. of Answer Books sent along with this Topsheet:

Name and Signature of
Centre Superintendent

Annexure-V

MIZORAM PUBLIC SERVICE COMMISSION
New Secretariat Complex
Aizawl : Mizoram
(EXAMINATIONS)

No. _____ Date _____

EXPULSION REPORT

To

The Controller of Examination
Mizoram Public Service Commission
Aizawl

Sir,

I beg to report that Roll No. _____ (Name)
_____ a candidate of the
_____ Examination at my
Centre was found copying from Printed/Manuscript/loose sheets/
books in (subject) _____ paper
_____ on _____. He/She was
detected while copying, by the invigilator, Shri/Smt.
_____ in the presence of Shri/Smt.

The answerscript of the candidate has been seized and he/she has been expelled and debarred from appearing at the remaining Examinations. His/Her answerscript with incriminating documents and the original report of the invigilator concerned are enclosed herewith.

Centre Superintendent

- Enco.: 1. Answer Book
2. Incriminating documents
3. Report of the Invigilator
4. Statement obtained from two witnesses

Name and Signature of the Invigilator
(who detected)

Annexure-VI

MIZORAM PUBLIC SERVICE COMMISSION
New Secretariat Complex
Aizawl : Mizoram
(EXAMINATIONS)

REPORT OF THE CENTRE SUPERINTENDENT
(TO BE SUBMITTED IN DUPLICATE)

1. Name of Examination : _____
2. Date(s) of Examination : _____
3.

<u>No. of Regd. candidates</u>	<u>No. of candidates present</u>
<u>Morning</u> <u>afternoon</u>	<u>Morning</u> <u>afternoon</u>
4. a) No. of cases of unfairmeans :
- b) Whether the cases of unfairmeans alongwith detailed report of concerned invigilator(s) and Supervisor are forwarded to the Commission in a separate sealed cover as per instruction. (Please state Yes or No) :
5. If any candidate was not allowed to take the examination at this centre. If so, reasons thereof and roll nos. of candidates

6. a) If there is any case of non-submission of answer script by the candidates.

(Please state Yes or No) :

b) Whether any report in respect of such case of non-submission is forwarded to the Commission in a separate sealed cover as per the instructions.

(Please state Yes or No) :

7. Any other reports regarding conduct of the examination:

NAME OF CENTRE :

Signature of the Centre Superintendent

Annexure-VII

**MIZORAM PUBLIC SERVICE COMMISSION
New Secretariat Complex
Aizawl : Mizoram
(EXAMINATIONS)**

REPORT FORM FOR UNFAIRMEANS CASES

*(To be despatched to the Controller of Examinations,
Mizoram Public Service Commission, New Secretariat
Complex, Aizawl -796001 in a separate sealed cover)*

To

The Centre Superintendent,
_____ Centre.

Subject : Unfairmeans adopted at the above Centre in
connection with the _____
Examination, _____

Sir/Madam,

I beg to report against a candidate for the
_____ Examination, _____
who has adopted unfairmeans at the examination centre. The
particulars of the case are as follows :-

Name of the candidate : _____

Roll No. : _____

Subject of the Examination : _____

Date of the Examination : _____

Session _____ Time _____

Nature of unfairmeans :

The above-named candidate was found copying/reading/indulging in inter-communication with other candidate(s) about the answer/consulting unauthorised persons during the hours of examination in the examination hall/lavatory.

The candidate was caught red-handed by me. The book/pages of book/chit of paper seized from the candidate is submitted for your perusal.

Yours faithfully

Invigilator on duty

Date : _____

Time : _____

Annexure-IX

MIZORAM PUBLIC SERVICE COMMISSION
New Secretariat Complex
Aizawl : Mizoram

(EXAMINATIONS)
FORM 'B'

CERTIFICATE OF OPENING QUESTION PAPER PACKET(S)

*(To be despatched to the Controller of Examination, Mizoram
Public Service Commission, in a separate sealed cover envelope
through the Supervisor of this Commission).*

Name of Examination : _____

Name of Centre : _____

We, the undersigned, hereby certify that the Sealed envelope(s) containing question papers in _____ (Subject) for the above Examination has/have been examined by us and found to be in proper condition and opened in our presence at _____ (time) on _____ (date).

(Invigilator)

(Invigilator)

(Name of Candidate)
Roll No. _____

(Name of Candidate)
Roll No. _____

Annexure-X

MIZORAM PUBLIC SERVICE COMMISSION
New Secretariat Complex
Aizawl : Mizoram
(EXAMINATIONS)

No. _____

From :

The Controller of Examination
Mizoram Public Service Commission,
New Secretariat Complex, Aizawl - 796001.

To :

Dated, Aizawl, the _____

Subject : _____ Examination
_____ Centre

Sir/Madam,

I am directed to state that the above mentioned examination will be held on/during _____ at _____ (Centre _____) according to the time-table enclosed. You have been appointed as Centre Superintendent of the examination at the above centre. Approximately _____ candidates are expected to take the examination at your centre.

2. The answer books and other papers required for the examination, as per list below, are being sent to you separately.

3. QUESTION PAPERS:

The sealed packets containing question papers for the examination in each session will be handed over to you one

hour before commencement of the examination of that session by an officer of the Commission.

Your are requested to observe carefully the following instructions :-

(i) Seals on the packet(s) of question papers should be carefully examined. No packet for a particular subject /paper should be opened before 15 minutes from commencement of the examination in the subject/paper. The packet(s) of Question Papers should be opened by the Centre Superintendent himself/herself in presence of the representative(s) of this Commission and at least one Assistant Superintendent, two Invigilators and two witness from amongst the candidates of the centre who should put their signature on the prescribed certificate (Form 'A') for opening of Question Papers and such certificate should be sent in a separate sealed cover to the Controller of Examinations.

(ii) BEFORE OPENING THE PACKET(S) OF QUESTION PAPERS, THE SUBJECT, DATE AND TIME OF EXAMINATION PRINTED ON THE COVER SHOULD BE CAREFULLY CHECKED TO ENSURE THAT THE CORRECT PACKET IS BEING OPENED.

4. Unused question papers should be returned to the office of this Commission alongwith the Answer Scripts of the respective paper.

5. ARRANGEMENTS FOR THE EXAMINATION:

You are requested to complete all necessary arrangements for the examination, viz. arrangements of seats, pasting of roll numbers on the tables/desks a day before the date of examination.

The seats should be comfortable. There should be sufficient light in the room.

IT MAY BE ENSURED THAT THE CANDIDATES PUT THEIR SIGNATURE IN THE SPACE PROVIDED FOR THE PURPOSE ON THE ANSWER BOOKS.

6. ADMISSION TO THE EXAMINATION HALL: TIMINGS REGARDING ADMISSION TO / LEAVING EXAMINATION HALL:

No candidate shall be allowed to enter the examination hall 30 minutes after commencement of the examination. No candidate should be permitted to leave the examination hall before the expiry of 45 minutes from the commencement of examination in each paper.

The identity of each candidate should be checked with the photograph pasted on his/her attendance sheet.

7. DISTRIBUTION OF ANSWER BOOKS/ QUESTION PAPERS:

i) The invigilators will distribute the answer books to the candidates 10 minutes before commencement of the examination in each paper so that the candidates may fill up various particulars on the cover page of their respective answer books before commencement of examination.

ii) The question papers should be distributed to the candidates 3 minutes before commencement of examination in each paper.

8. RECORDING OF ATTENDANCE OF THE CANDIDATES IN ATTENDANCE LISTS WITH REFERENCE TO ATTENDANCE SHEETS:

30 minutes after the commencement of the examination, the invigilators should start to obtain the signature

of the candidates on the attendance sheets. At the same time the Response Sheet/Answer Books of the candidates should be checked to ensure that it is properly filled in by the candidates. The Attendance Sheets of the absentee candidates may be filled in by the Invigilators on duty as per the instructions laid down in the Attendance Sheet.

9. METHOD OF PACKING OF ANSWER SCRIPTS/UNUSED QUESTION PAPERS ETC.:

As soon as the examination in any paper is over, the scripts should be checked with the Attendance Sheet of the candidates. The scripts should be securely wrapped with packing paper and sealed. The name of examination, centre, subject and the number of scripts in the packets should be written on the packets after sealing.

For the paper(s) of examination in which two separate answer books are supplied to each candidate, two separate packets must be prepared.

THIS OFFICE WILL ARRANGE FOR COLLECTION OF PACKETS OF ANSWER SCRIPTS ON EACH DAY AFTER CONCLUSION OF EXAMINATION FROM THE CENTRE SUPERINTENDENT.

VERY IMPORTANT

The certificate for opening packet(s) of Question Papers must be sent to the Controller of Examinations, Mizoram Public Service Commission in separate sealed packet(s) through the official of the Commission deputed at your centre. **UNDER NO CIRCUMSTANCES SHOULD THIS CERTIFICATE BE SENT INSIDE THE PACKET(S) CONTAINING ANSWER SCRIPTS.**

10. DESPATCH OF OTHER MISCELLANEOUS ITEMS:

i) The attendance sheets (with photos) of the candidates (allotted to your centre) should be returned after conclusion of the examination to this Commission through the Commission Staff deployed at your centre.

ii) All other examination materials will be collected by this office on any convenient day after conclusion of the examination.

11. CASE(S) OF UNFAIR MEANS ADOPTED BY CANDIDATES:

Any case of unfair means adopted by the candidates during the examination should be reported to the Controller of Examinations in the prescribed form.

IN NO CIRCUMSTANCES SHOULD SUCH REPORT OF UNFAIRMEANS BE SENT IN THE PACKET OF ANSWER-SCRIPTS.

12. Staff of the Commission will be deployed to your centre as representatives of this Commission to facilitate smooth and efficient conduct of the examination at your centre. They may be consulted as and when necessary.

Yours faithfully,

Controller of Examination.

Annexure-XI

**LIST OF ARTICLES REQUIRED FOR CONDUCT OF
THE EXAMINATION**

1. Answer Books with cover
2. Additional Sheets
3. Attendance Sheets
4. Certificate for opening packets of question papers
5. Expulsion form
6. Top Sheets
7. Form for cases of unfairmeans.
8. Form for submitting report by the Centre Superintendent.

Annexure-XII

MIZORAM PUBLIC SERVICE COMMISSION
New Secretariat Complex
Aizawl : Mizoram
(EXAMINATIONS)

PLAN OF SEATING ARRANGEMENTS

Name of Centre : _____
Name of Examination : _____
Subject : _____
Date : _____
Room No. : _____
Roll Nos. : _____ to _____

Invigilator's Seat

Note – The spacing between the seats and the rows should be liberal and should be such as to reduce the risk of copying and collusion between the candidates to the minimum.