

**BUREAU OF INDIAN STANDARDS**

(Establishment Department)

Manak Bhavan  
9, Bahadur Shah Zafar Marg  
New Delhi – 110002**Subject: On-line examination to fill up the vacancies in various posts in BIS by direct recruitment - Examination venue management in centres outside Delhi****CIRCULAR**

It is circulated for information of all the concerned that the on-line examination for filling up the vacancies in the posts of Assistant Director (A&F); Assistant Director (Marketing & Consumer Affairs); Assistant Director (Library); Senior Secretariat Assistant; Junior Translator (Hindi) and Library Assistant in BIS by direct recruitment, is to be conducted in various examination centres all over the country, as per the Schedule given below:

Day & Date	Session	Time	
		Reporting time of candidates	Duration of on-line examination
Thursday, 24.12.2020	Ist Session	09:00 AM	10:30 A.M. to 12:30 PM
	IInd Session	12:30 AM	01:30 PM to 03:30 PM

2. In this connection, it has been decided with the approval of the Competent Authority (DG-BIS) that following Officer(s) / Official(s) shall be deputed as '**Venue Officers**' {VO(s)} for supervision at each examination venue in the cities mentioned against their name:

Sl No	Emp No	Name	Designation	Place of	Proposed city for
1	69281	PUSHPENDRA KUMAR	Sc- B	CHD	Ranchi
2	70564	SAAQIB RAAHI	Sc- B	MTD	Ranchi
3	69396	DURGESH KUMAR	Sc-B	CED	Ranchi
4	69639	DEVESH KUMAR	Sc-B	Central	Ranchi
5	61824	ARUN KUMAR	Sc-B	Central	Ranchi
6	69850	ABHINAV KUMAR	Sc-B	Central	Patna
7	69965	MUKUND MADHAV	Sc-B	Central	Patna
8	70220	VIPUL BOHARA	Sc-B	Central	Patna
9	70459	MD AFSAR IMAM	Sc-B	Central	Patna
10	69299	MOHIT GARG	Sc-B	CHD	Patna
11	65005	RANJIT KUMAR	Sc-C	CMD-I	Patna
12	69485	PREM PRAKASH DUDI	Sc-B	CMED	Patna
13	70343	AKASH SINGH	Sc-B	CSMD	Patna
14	70335	SAILENDRA KUMAR	Sc-B	CSMD	Kolkata
15	69507	NITISH KUMAR JAIN	Sc-B	ETD	Bhopal
16	69477	ANUJ KUMAR	Sc-B	FMCD	Bhopal
17	70254	K CHANDAN RAO	Sc-B	HMD	Bhopal
18	70629	HAWELIKAR	Sc-B	MTD	Jaipur
19	70645	RAM SAI KUMAR	Sc-B	MTD	Jaipur
20	70637	RUPAM RAJ	Sc-B	ETD	Jaipur
21	70521	Jatoth Bharath Kumar	Sc-B	ITSD	Jaipur
22	70408	KUNAL SHARMA	Sc-B	ITSD	Jaipur

23	69582	PUTTI BHANU	Sc-B	LITD	Jaipur
24	70548	PRIYANSHU SHARMA	Sc-B	LITD	Jaipur
25	70246	MANISH RAJ	Sc-B	LPPD	Jaipur
26	69400	AMIT KUMAR	Sc-B	LPPD	Jaipur
27	70475	AMAN DHANAWAT	Sc-B	MED	Jaipur
28	69221	VINIT VIDYADHAR	Sc-B	MHD	Jaipur
29	70483	ADITYA BHATT	Sc-B	MSCD	Jaipur
30	70203	KISHORE MANDAL	Sc-B	MSD	Jaipur
31	70181	V S V ANANTHA	Sc-B	MTD	Jaipur
32	63169	RAJENDRA KUMAR	Sc-B	NITS	Jaipur
33	69248	ARIDAMAN	Sc-B	PCD	Jaipur
34	70467	SHIVAM DWIVEDI	Sc-B	PCD	Jaipur
35	69825	MONARCH JOSHI	Sc-B	PGD	Jaipur
36	70581	HIMANSHU MEENA	Sc-B	PUB	Jaipur
37	70033	SUVANSH DUGGAL	Sc-B	SCMD	Jaipur
38	69876	SHIVAM SONI	Sc-B	SSD II	Jaipur
39	69353	UDHAM SINGH	Sc-B	SSD II	Jaipur
40	69531	DARPAN CHALIA	Sc-B	SSD-I	Jaipur

3. With The approval of the Competent Authority, the following officers have been kept as Reserve for deputing in case of any emergency outside Delhi or in Delhi:

41	69337	RAJAT GUPTA	Sc-B	SSD-I	Reserve*
42	69979	GAURAV JAYASWAL	Sc-B	TED	Reserve*
43	70505	LOKRAJ MEENA	Sc-B	MED	Reserve*
44	67725	RAHUL	Sc-C	CCPAC	Reserve*
45	65381	VEERENDRA KUMAR	Sc-C	CCPAC	Reserve*
46	065781	Abhishek Pal	Sc-C	CED	Reserve*
47	065510	Pradeep Singh	Sc-C	CED	Reserve*
48	67784	Sachchidanand Kumar	Sc-C	Central	Reserve*
49	064920	Mitrasen Verma	Sc-C	Central	Reserve*
50	065757	ASHISH KUMAR	Sc-C	CMD III	Reserve*
51	64335	GYAN PRAKASH	Sc-B	CMD-II	Reserve*
52	65081	SUDHANSHU RAI	Sc-C	CMD-I	Reserve*
53	065501	Arun Pucchakayala	Sc-C	MTD	Reserve*
54	65366	RAKESH KUMAR	Sc-C	CMD-III	Reserve*
55	68012	KAVIN KEERTHY	Sc-C	CMD-III	Reserve*

4. The signed Authority Letter to act as Venue Officer shall be issued from Establishment Department. Besides, the Venue Officers are required to carry alongwith them the following documents, enclosed with the Circular:

Sl. No.	Particulars	Reference
(i)	The detailed "Guidelines for Venue Officers	Annexure – I
(ii)	The details of "Responsibilities of the Representatives of the examination conducting agency	Annexure – II
(iii)	Scribe Declaration Form	Annexure – III
(iv)	REPORT ON EXAMINATION - FORM-A (to be submitted by the VO)	Annexure-IV
(v)	Examination Control Room of BIS for resolving any query	Annexure-V

4. The deputed VO(s) are **compulsorily** required to carry with him/them **Identity Card** and **Authority Letter** alongwith all the above-mentioned relevant documents, for performing the duty at the Venue.
5. The officers deputed as VOs shall be entitled to TA/DA/local conveyance, as admissible under the rules. No conveyance facility shall be provided by the BIS. The officers deputed as VOs shall ensure all the preventive measures to contain spread of Covid-19.
6. As decided by the Competent Authority, any officer/official seeking leave from being deputed as Venue Officer / reserve Venue Officer, shall have to submit the request with the approval of the DG.

Encl: as above

sd/-  
(Sandeep Meena)  
Director (Establishment)

Our Ref.: Estt. I/02:1/DR/2020

Date: 22 December 2020

Circulated for information of all the concerned through BIS intranet



**Bureau of Indian Standards  
Recruitment of Administration and  
Finance Cadre**

**GUIDELINES FOR VENUE OFFICERS (VOs)**

The following are brief guidelines about the online examination to be conducted:

1. Candidates have applied online and had to download the Call Letters for Online Examination from BIS website along with the Information Handout. Candidates are also informed by email and sms about the Roll No. allotted, date and session time for online examination.
2. Any deviation in the 'Start' of the test or any disturbance/discrepancies during the course of the test should invariably be intimated by the VO at the center/venue to the BIS control room maintained at each center or informed directly to M/s Meritrac Services Pvt. Ltd..
3. Candidates have been instructed to bring their photo identity proof (PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognized College/University/Aadhar Card/E-Aadhar Card with a photograph/ Employee ID/Bar Council Identity card with photograph) in original and a photocopy along with their Call Letter and to submit the call letter and photocopy of photo identity proof (Declaration Form of Scribe if applicable to PWD candidates) in the examination hall. The candidate's identity will be verified with respect to his/her details on the call letter and in the Attendance List. If identity of the candidate is in doubt the candidate will not be allowed to appear for the Online Examination. The photo identity proof must contain exactly the same name as it appears on the call letter. In case of any discrepancy in identity i.e. mismatch in name, photograph and signature the candidate may not be permitted to appear for the examination.

Please Note:

- (a) Ration Card and Learner's Driving License will not be accepted as valid id proof for this examination.
- (b) In case of married candidates who have changed their name will be allowed if they produce Gazette notification / their marriage certificate and / or affidavit.

It is essential for the venue management team to verify the ID-proof and call letter to establish the identity of the candidate before allowing the candidate to appear for the examination. Under certain exceptional circumstances where part of the name is abbreviated/condensed or spelt differently or the sequencing is not as per order, but there is sufficient reason to believe that the candidate is who he/she claims to be after examining the ID documents, the VO and M/S MERITTRAC SERVICES PVT. LTD. team can jointly decide to allow a particular candidate to appear for the examination. Such decisions may be made only in exceptional cases and a report of any such exceptions made must be reported to BIS after examination.

4. Candidates are not to be allowed if they report after gate closure time 10.15 a.m. and/ or if they do not bring the following material:
  - a. Original Call Letter with Photograph pasted on it
  - b. Original Photo ID proof as given in the Call Letter
5. VO does not have any discretion to allow the candidates to appear for the examination without the above documents.
6. Necessary formalities such as verifying the identity of the candidate obtaining signature on call letter and attendance list will be completed prior to the start of the examination. There should be no variation in the duration of examination for candidates.
7. After the Online test has been completed, M/S MERITTRAC SERVICES PVT. LTD. Should confirmation to BIS that the test was conducted as per schedule in all centers and no untoward incident or violation of instructions occurred in any of the centers. This confirmation should be sent by fax/e-mail before 5.00 p.m. to BIS.
8. The report regarding the conduct of examination (Online Exam report) duly filled in and certified by the VO is to be dispatched together for all the venues at a center so as to reach BIS within three days after the date of examination .

**VO should be alert about the following -**

1. While taking the rounds each time -- candidate's face and the photo displayed on the monitor be checked for all the candidates at different intervals
2. While taking rounds if a VO notices some candidate whispering or sitting idle and waiting idle for long time -- must be watched more closely & vigilantly to rule out use of any Bluetooth device.
3. While taking rounds if a VO notices a candidate is sitting idle but the screen cursor is moving -- it is a very high alert and M/S MERITTRAC SERVICES PVT. LTD. authorities be immediately informed about it.

**Before the Exam**

BIS should arrange for deputation of one VO as per requirement.

- VOs should be senior enough to ensure smooth conduct of the online examination and should also act bonafide in all dealings at the center.
- The VO so deputed must carry both -- his Identity Card and Authority Letter in the prescribed format on the day of examination failing which he/she may not be permitted at the examination center. VOs should carry the online examination report which is to be filled in and jointly signed by VO and M/S MERITTRAC SERVICES PVT. LTD. representative.
- No request from the candidates for change of venue shall be entertained by VOs for any reason.

**III. After the Exam**

Door/s of the lab are to be opened on being satisfied that all documents have been counted, verified, exam has been conducted smoothly and no assistance of the candidates (like missing sign, etc.) shall be required.

The following material is to be sent to BIS by VO.

- Online Exam Report-Form A



## ON THE DAY OF THE EXAMINATION

VO should reach the venue at least an hour before the scheduled time for candidates to ensure that all necessary arrangements have been made. The conduct of online examination has been entrusted to M/S MERITTRAC SERVICES PVT. LTD. which has hired the venues at all the centers. M/S MERITTRAC SERVICES PVT. LTD. has also made the necessary arrangements to ensure checking of identification of the candidates and invigilation during the examination. The examination will be conducted in the following manner:

1. There will be at least one VO for every venue and there will be one invigilator for every 24 candidates to be engaged by M/S MERITTRAC SERVICES PVT. LTD. One server manager for 150 candidates and one test administrator. All VOs should carry the BIS Identity Card and Authority Letter stating their appointment as VOs on the day of examination failing which he/she may not be permitted into the examination venue. There will be at least one official from M/S MERITTRAC SERVICES PVT. LTD. who will be in-charge at each venue besides one IT expert from M/S MERITTRAC SERVICES PVT. LTD.
2. Candidates are asked to report with Call Letter and Photo Identity Proof in original. Candidates without these documents are not to be permitted to appear for the examination. No candidate is to be permitted to enter the venue after gate closure time.
3. M/S MERITTRAC SERVICES PVT. LTD. will display board Seating Plan at the venue entrance giving the seating arrangements i.e. Lab No. etc.  
  
Candidates are to be advised that all their belongings (other than Call Letter, photo identity proof in original and photocopy and ball point pen) i.e. mobile phone, bag etc. are to be kept at the corner of the lab/ room/ examination hall and candidates are not allowed to take their belongings prior to the close of examination.
4. Test Administrator (TA) may check at the entrance of the venue that candidates have brought all the requisite documents as mentioned in their call letters. The verification of the identity of the candidates will be carried out by the Invigilator. The invigilator will have to tally the photograph pasted on the Call Letter with the uploaded photograph, the candidate in person and photograph in the photo identity proof. Candidates will sign on the Attendance Sheet and Call Letter in the presence of the M/S MERITTRAC SERVICES PVT. LTD. official. In case of any doubt regarding the identity of the candidate the candidate may not be permitted to appear for the examination. The candidate's photograph and signature have been printed on the Attendance List. The Attendance List has been provided to M/S MERITTRAC SERVICES PVT. LTD. and the attendance will be taken prior to the start of examination and photograph will be taken during the examination.
5. M/S MERITTRAC SERVICES PVT. LTD. Official will collect duly filled scribe forms, used rough sheets ( in peculiar cases), the original Attendance sheet and will dispatch to BIS. The report regarding the conduct of online examination duly certified by VO & M/S MERITTRAC SERVICES PVT. LTD shall be sent by VO.
6. Each candidate will login for the examination from his/her respective machine. No candidate should be allowed to leave the examination lab while the test is in progress. Candidates must enter their Password to enter the online examination site. Their name and other details will appear on the screen. They should ensure the correctness of their details.
7. The candidates appearing for the Online test should be informed that no unfair practices be resorted to by them while taking up the Online test, so as to avoid disciplinary action.
  - a) All the Test Administration personnel may be watchful against malpractices like trying to smuggle out the questions or candidates getting answers from an outside source.
  - b) Candidates are to be informed that the use of mobile phones with or without camera facility or otherwise, any pager or any such device including calculators etc. is prohibited.
  - c) Reference to any printed matter or manuscript while taking up the On-line test or consultation with any one is also prohibited.
  - d) No candidate is to be permitted to go out while the test is in progress.
8. All arrangement regarding COVID-19 like thermal scanning, providing of sanitizer wipes, hand sanitizer, maintaining social distancing will be carried out by the conducting agency. Further, any candidate suffering from COVID like symptoms while screening or during the examination, shall be taken to the isolation center at the venue.

Such incidents, if any, are to be invariably indicated in the online examination report. These candidates are not to be allowed to continue the examination and an FIR is to be lodged by VO and M/S MERITTRAC SERVICES PVT. LTD. jointly against such candidates.

A number of cases of impersonation have been detected in the recent examinations. To curb this no candidate is to be permitted for the examination if there is any doubt about the identity of the candidate (e.g. mismatch in photograph available in various documents)

9. Candidates have to do the rough work only on the rough sheet of paper provided in the examination hall. This paper is to be necessarily handed over to the Test Administrator/Invigilator before leaving the test centre. Candidates are to be instructed to necessarily write their roll number on each rough sheet used. ***These are to be destroyed in presence of VO and Merit Traq representatives. In case of any peculiar cases they need to be preserved for further evidence and sent to BIS along with attendance sheets.***

In case you receive a complaint about defective test question(s) ask the candidate to continue, assure the candidate that the matter will be reported to the respective authorities. Such cases can be reported to M/S MERITTRAC SERVICES PVT. LTD. and in Online Exam Report.

#### Persons with Disability (PWD candidates) –

VOs may kindly specially cross check if all guidelines are followed by M/S MERITTRAC SERVICES PVT. LTD. personnel. They should specifically ensure that all candidates eligible for compensatory time have been provided compensatory time and ensure that there are no lapses on this front.

Disability type decision to be taken on the basis of registered disability (as printed on call letter) and not on actual disability.

1. In case of Low Vision VI candidate does not use scribe but wants to view contents of test in magnified font, s/he will be given compensatory time of 20 minutes per hour of examination. All VI candidates are to be given compensatory time of 20 minutes per hour of examination.
2. Candidates affected with Cerebral Palsy / Locomotor Disability where writing speed is affected may be allowed scribe and compensatory time of 20 minutes per hour of examination to be allowed in this case even if scribe is not used.

It must be ensured intermittently that the scribe is clicking on the answers given by the candidates and **NOT** showing on his/her own. Scribe declaration form **MUST** be collected and sent to BIS. In case **additional (compensatory) time** is to be provided to PWD candidates eligible for compensatory time as mentioned above, necessary provision/ arrangements without any exception for the same are to be made in the system at the start of the examination by M/S MERITTRAC SERVICES PVT. LTD..

M/S MERITTRAC SERVICES PVT. LTD./VOs must ensure that compensatory time is activated for all-

- Those PWD who use scribe
- All VI/VII/VC(Visually impaired/handicapped/challenged)
- Candidates whose writing speed is adversely affected permanently for any reason.

No Medical Certificate is required for eligible PWD candidates to get compensatory time

#### GUIDELINES FOR COVID-19 :

1. All arrangements regarding COVID-19 like thermal scanning, providing of sanitizer wipes, hand sanitizer, maintaining social distancing will be carried out by the conducting agency. Further, any candidate found suffering from COVID like symptoms while screening or during the examination or declares so in the Admit Card, shall be taken to the isolation center at the venue.
2. The documents (such as scribe form, rough sheet in case of peculiar incidents) collected from the candidates and Attendance Sheet is to be dispatched by the M/S MERITTRAC SERVICES PVT. LTD. These documents are to be dispatched together for all the venues at a centre so as to reach BIS within three days after the date of examination.



Bureau of Indian Standards Recruitment of Administration and Finance Cadre
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**Merittraq Responsibilities****I On the Day Prior to the Examination****1. Technical Requirements**

Ensuring all the technical requirements at the venues for the examination including readiness of the nodes, connectivity etc.

**2. Deployment of Manpower**

Adequate Merittraq personnel are to be necessarily deployed at each venue depending on the number of candidates allotted at a venue, one of whom should necessarily be an IT expert. Merittraq personnel will oversee the invigilation.

**3. Seating Arrangements**

(i) Display of Broad Seating plan at the entrance of the venue.

Boards for displaying seating arrangement at gate or entrance indicating the Floor No., Range of Roll No. of candidates allotted in each room.

(ii) Display of Seating arrangement at the door of each lab.

Range of Roll Nos. allotted to the specific lab are to be displayed at the entrance of the room/lab.

(iii) Seat No. of candidates to be pasted on the desk/terminal.

The Roll No. of the candidates should be written on the desk/terminal/node.

Node binding mechanism is to be implemented by the agency.

The seating arrangement is to be drawn on the reverse of the attendance sheet.

**4. Material Requirements**

(i) Provision for adequate Blank Rough Work Sheets . Candidates are to be instructed to necessarily write their seat number on each rough sheet used. The same have to be destroyed in joint presence of Merit Traq representatives and VO. In case of any peculiar incident these are to be collected and sent to BIS along with attendance sheets.

(ii) Room-wise Printed Attendance Sheets as per the details of the candidates allotted to a lab/room

(iii) Provision for capturing photograph without mask.

**4. Disaster Management**

(i) In case of disruptions. Plans B & C are to be kept ready in order to ensure holding of the exam on the same day with less inconvenience to the candidates.

(ii) Keep the Dos and DON'Ts ready for resolutions of disruptions from the past experience. (This must be provided by MERITTRAQ Project Manager)

**5. Liaison: Liaison with VO, Local Police and Electricity Board authorities****II On the Day of Examination****1. Admittance of Candidates**

(i) Each candidate must carry a valid Call Letter with photograph affixed on it and photo-identity proof in original and a photocopy of it.

(ii) **Candidates are not to be allowed if they report after reporting time and/or if they do not bring the following documents:**

- ✓ Original Call Letter with Photograph pasted on it
- ✓ Original Photo ID proof as given in the Call Letter



Test Administration Personnel/Merittraq functionaries do not have any discretion to allow the candidates to appear for the examination without the above documents.

- (iii) It is to be strictly ensured that belongings (other than call letter, photo identity proof in original and ball point pen) i.e. mobile phone, bag etc. of the candidates, are kept at the corner of the lab/ room/ examination hall and candidates are not allowed to take their belongings prior to the close of examination.

## 2. Identity Verification

The photograph affixed on the Call Letter and available in photo-identity proof and the candidate in person must match. Candidates have been instructed to bring their photo identity proof (PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognized College/University/Aadhar Card/E-aadhar Card with a photograph/ Employee ID/Bar Council Identity card with photograph) in original and a photocopy along with their Call Letter and to submit the call letter and photocopy of photo identity proof (Declaration Form of Scribe if applicable to PWD candidates) in the examination hall. The candidate's identity will be verified with respect to his/her details on the call letter and in the Attendance List. If identity of the candidate is in doubt the candidate will not be allowed to appear for the Online Examination. The photo identity proof must contain the same name as it appears on the call letter. In case of any discrepancy in identity i.e. mismatch in name, photograph and signature the candidate may not be permitted to appear for the examination.

### Please Note:

- (a) Ration Card and Learner's Driving License will not be accepted as valid ID proof.  
(b) In case of married candidates who have changed their name will be allowed if they produce Gazette notification / their marriage certificate and / or affidavit.

Obtaining the candidates' signature on the Call Letter and Attendance List before the start of the examination.  
Obtaining the candidates' photograph during the examination.

- (i) No candidate should be allowed to leave while the test is in progress.  
(ii) Door/s of the lab is / are to be kept closed when the test/s is / are in progress.  
(iii) Collection of Scribe Form etc. from the candidates is to be started after 30 minutes from the scheduled commencement time of the exam without any disturbance to the candidates.

It is essential for the venue management team to verify the ID-proof and call letter to establish the identity of the candidate before allowing the candidate to appear for the examination. Under certain exceptional circumstances where part of the name is abbreviated/condensed or spelt differently or the sequencing is not as per order, but there is sufficient reason to believe that the candidate is who he/she claims to be after examining the ID documents, the VO and Merittraq team can jointly decide to allow a particular candidate to appear for the examination. Such decisions may be made only in exceptional cases and a report of any such exceptions made must be reported to BIS/ Merittraq after examination.

## 3. Venue Officers- VO's identity

Each VO will carry photo-identity card (preferably BIS employee ID) along with the Authority Letter from BIS and Form A. VOs will oversee the conduct of examination. Proper liaison with the VO is the key for successful conduct of test.

The Attendance Sheet, used rough sheets ( in peculiar cases ), and scribe declaration forms (as applicable) will be collected by Merittraq personnel and will dispatch the same to BIS.

The certification regarding the examination (online exam report) is to be jointly signed by VO and Merittraq representative and be sent by fax/e-mail by VO.

## 4. Handling cases of use of unfair means

The candidates appearing for the Online test should be informed that no unfair practices be resorted to by them while taking up the Online test, so as to avoid disciplinary action.

- (a) All the Test Administration personnel may be watchful against malpractices like trying to smuggle out the questions or candidates getting answers from an outside source.  
(b) Candidates are to be informed that the use of mobile phones with or without camera facility or otherwise any pager or any such device including calculators etc. is prohibited.

- (c) Reference to any printed matter or manuscript while taking up the On-line test or consultation with any one is also prohibited.
- (d) No candidate is to be permitted to go out while the test is in progress.

Such incidents, if any, are to be invariably indicated in the online examination report. These candidates are not to be allowed to continue the examination and an FIR is to be lodged jointly by VO and MERITTRAQ against such candidates.

A number of cases of impersonation have been detected in the recent examinations. To curb this no candidate is to be permitted for the examination if there is any doubt about the identity of the candidate (e.g. mismatch in photograph available in various documents).

#### Disruptions

Disruptions, if any, are to be immediately informed to the Examination Control Room and steps should be initiated to implement Plan B or C without making any trial and error method to resolve the issues. Candidates should not talk to each other during disruptions.

#### Irregularities

- (i) Any irregularity must be reported to the Control Room and VO.
- (ii) If any candidate reports sickness or resorts to unruly behavior etc. before the close of the examination, the candidate may be seated in a different room and may be allowed to leave the venue after the close of examination. Mobile / electronic device of the candidate shall be under the custody of MERITTRAQ personnel till the exam is over.

Sr. No.	Report	Decision
1.	VOs report to the venue without an Authority Letter VOs report to the venue without ID Card issued by BIS.	VOs can be allowed entry to the venue on the basis of manpower shared by Merittraq. VOs can be allowed entry to the venue on the basis of any valid Photo-ID and Authority Letter
2.	Candidate reports to the venue without one of requisite documents i.e. Call Letter, photo-identity proof	Valid documents (identity proof etc.) are a must and this must be established prior to reporting time failing which candidates should not be permitted to appear for the examination.
3.	Candidate reports to the venue with a Call Letter but his/her name is not available in the Attendance Sheet	In case the Call Letter is valid, clarification may be obtained from Merittraq. Attendance sheets need to be checked.
4.	Candidates report for the examination after Reporting Time.	Candidates will be permitted to take the examination if they report up to reporting time. No candidate will be permitted after closure of gate.
5.	Candidates desire to leave the examination hall prior to the close of the examination.	This is to be denied. Candidates are not to be allowed to leave the examination hall prior to the close of the examination. Candidates who are indisposed may be made comfortable in a room away from the examination hall. In extreme cases a family member/ guardian of the candidate may be informed accordingly. Obtain a declaration from such candidates and the examination (paper) should be 'Auto submitted' This is to be recorded on the Attendance Sheet and Online examination report.
6.	Mismatch of candidate's photograph with any of the documents/ candidate in person	No candidate is to be permitted to appear for the examination if there is any doubt about the identity of the candidate

### III. After the Exam

Door/s of the lab are to be opened on being satisfied that all documents have been counted, verified, exam has been conducted smoothly and no assistance of the candidates (like missing sign, etc.) shall be required.

The following material is to be sent to BIS by Merittraq:

- Declaration Form of Scribe
- The rough sheets have to destroyed in presence of VO and Merit Traq representatives. Same have to be retained in case of peculiar cases and shall be sent to BIS by Merit Traq.
- Attendance Sheets

*[Collected documents should be arranged Venue-wise and to be dispatched after the exam].*

Any deviation/ exception may immediately and invariably be reported. In case of impersonation, cheating, fraud, etc. copy of the FIR lodged along with the incident in brief should be reported to BIS.



## SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and/or whose writing speed is affected permanently for any reason can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- \* Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- \* The candidate will have to arrange his own scribe at his own cost
- \* The scribe should be from an academic stream different from that prescribed for the post.
- \* Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- \* Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Visually Impaired candidates who do not use scribe will also be eligible for compensatory time of 20 minutes for every hour of the examination.)
- \* Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Quantitative Aptitude. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.

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Please fill up the **DECLARATION** and submit along with the call letter.

---

DECLARATION

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ eligible candidate for the \_\_\_\_\_ examination and Shri/Smt/Kum. \_\_\_\_\_ eligible writer (scribe) for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is **blind/low vision** or affected by **cerebral palsy with loco-motor impairment and/or his/her writing speed is permanently affected** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination . Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution

Given under our signature:-

\_\_\_\_\_

Signature of the Scribe

\_\_\_\_\_

Signature of the Candidate

Registration No. :

Roll No.:

Postal address:

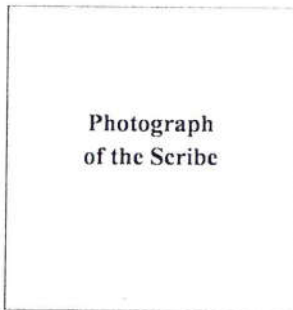
Postal address:

STD Code: ..... Phone No.....

STD Code:..... Phone No.....

[Cell No., if any .....]

[Cell No., if any .....]



\_\_\_\_\_  
Signature of Invigilator

**REPORT ON EXAMINATION - FORM-A**

(To be filled in separately for EACH venue by VO & M/S MERITTRAC SERVICES PVT. LTD representatives

CENTRE (CITY): \_\_\_\_\_

VENUE : \_\_\_\_\_

VO NAME: \_\_\_\_\_

SESSION : MORNING/AFTERNOON/EVENING

NAME OF M/S MERITTRAC SERVICES PVT. LTD. REPRESENTATIVE \_\_\_\_\_

Total No. of candidates

Post	Allotted	Present	Absent

IRREGULARITY REPORT, IF ANY

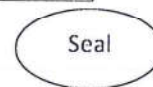
Emergency: \_\_\_\_\_  
 Item error: \_\_\_\_\_  
 Illness \* \_\_\_\_\_  
 Cheating \* \_\_\_\_\_  
 Other Types \_\_\_\_\_  
 i.e. about \_\_\_\_\_  
 Call Letter. \_\_\_\_\_  
 Photograph. \_\_\_\_\_  
 Name. \_\_\_\_\_  
 etc. \_\_\_\_\_

Whether the services provided by conducting agency M/S MERITTRAC SERVICES PVT. LTD in respect of COVID-19 was found satisfactory

Yes       No

If there was no irregularity of any kind write NIL. in the box.

We certify that (1) the test was administered as per instructions.



Signature of VO \_\_\_\_\_

Signature of M/S MERITTRAC SERVICES PVT. LTD.

Representative \_\_\_\_\_

Date: \_\_\_\_\_

\* As far as possible take a signed statement from these candidates and attach to this form.

\*\* Strike out whichever is not applicable.



**ANNEXURE-V**

**EXAMINATION CONTROL ROOM**  
(On line examination on 24.12.2020)

**LIST OF OFFICERS AND STAFF OF ESTABLISHMENT DEPARTMENT**  
**DEPUTED IN THE CONTROL ROOM ON 24.12.2020**

Please contact the persons given below for resolving any query relating to conducting of on-line examination:

Sl. No.	Name	Designation	Mobile No.
<b>OVERALL SUPERVISION</b>			
1	Shri Sandeep Meena	DEST	8800665757 011- 23239394
<b>DELHI / CENTRAL REGIONAL OFFICE</b>			
2	Smt. Parul Gupta	DD (A&F)	9540412236
3	Shri Amit Kumar Yadav	JSA	8700136329
<b>NORTHERN REGIONAL OFFICE</b>			
4	Shri Shoaib Akhter	DD (A&F)	9717223756
5	Shri Narender Singh Rawat	JSA	9711888530
<b>WESTERN REGIONAL OFFICE</b>			
6	Shri Anupam Sharma	SO	8178167738
7	Shri Pawan Kumar Saxena	ASO	9873155453
<b>EASTERN REGIONAL OFFICE</b>			
8	Shri S. Thuambiaklian	SO	9899683270
9	Shri Amit Kumar	JSA	8920494718
<b>SOUTHERN REGIONAL OFFICE</b>			
10	Shri Shashi Bhushan Thakur	SO	9899202696
11	Smt. Simi Jaryal	ASO	9818001992