



दक्षिण पूर्व मध्य रेलवे  
South East Central Railway  
मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)  
HEAD QUARTER, PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR,  
GM's OFFICE, BILASPUR (C.G.) 495004

सं. पी-एचक्यू/रूलिंग/पॉलिसी/01

दिनांक: 25.10.2024

प्रति,  
सर्व संबंधित

**स्थापना नियम सं. - 184/2024**

**विषय:- Duties & Responsibilities of Railway's Regional Coordinator, Additional Regional Coordinator, Regional Officer, Centre Coordinator, Group 'C' Staff, Control room Staff and Invigilators of Exam Conducting Agency (ECA) .**

रेल्वे बोर्ड के पत्र सं. 2015/E(RRB)/26/21 Pt.1 (RRCB No. 02/2024) दिनांक: 21.10.2024 की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है।

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

Web-site- Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

Share Folder- Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.

  
(वैभव चौहान)

उप मुख्य कार्मिक अधिकारी(रूलिंग)  
कृते प्रधान मुख्य कार्मिक अधिकारी

**भारत सरकार/GOVERNMENT OF INDIA  
रेल मंत्रालय/MINISTRY OF RAILWAYS  
रेलवे बोर्ड/RAILWAY BOARD**

No. 2015/E(RRB)/26/21 Pt. 1

New Delhi, dated: 21.10.2024

**The General Manager,  
All Zonal Railways/Production Units**

Sub: Duties & Responsibilities of Railway's Regional Coordinator, Additional Regional Coordinator, Regional Officer, Centre Coordinator, Group 'C' Staff, Control room Staff and Invigilators of Exam Conducting Agency (ECA).

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A copy of each of Public Examination (Prevention of Unfair Means) Act, 2024 and Public Examination (Prevention of Unfair Means) Rules 2024 are enclosed at **Annexure- IX & X**. In supersession of instructions issued vide letter of even number dated 31.12.2021 (RRCB No. 05/2021), following instructions are being issued in regard to deputing Regional Coordinator, Additional Regional Coordinator, Regional Officer (earlier Town in Charge), Centre Coordinator (earlier Observer), Group C Staff to Examination Centers and deputing officials to man the Control Rooms for smooth conduct of Computer Based Tests (CBTs) of Railway Recruitment Boards (RRBs) as well as bringing out the role and responsibilities of the above officers/officials are as under:

**(a) Regional Coordinator:** ADRM (In case of multiple ADRMs in Division, ADRM concerned looking after personnel department) shall be the Regional Coordinator. He shall coordinate between PCPO and Divisional officers/officials for nomination of Regional Officer, Centre Coordinator and will ensure nomination of assisting officials i.e. Railway Supervisor and RPF staff promptly. He shall ensure smooth and hassle free conduction of exam. In this regard he will maintain close liaison with Chairpersons RRB also.

**(b) Additional Regional Coordinator:** Sr. DPO of the division will be the Additional Regional coordinator. He will assist Regional Coordinator for conduct of exam. He will nominate Centre Coordinator, Railway Supervisor in consultation with Regional Coordinator. He will nominate RPF staff in consultation with Sr. DSC of the division. He shall ensure that concerned officials reach to respective examination venue in time. He will discharge his duties in close coordination with Regional Coordinator and maintain close liaison with RRB officials during RRB Exam. Role and duty list of Additional Regional Coordinator is placed at **Annexure I**.

**(c) Regional Officer:** A Sr. Scale or above Grade Officer to be nominated by PCPO for each city/town. In case the number of examination centers in town is too many more than one Regional Officer may be nominated in consultation with Chairperson RRB. Regional Officer will play the role of "Regional Officer" as defined under Rule 2 (e) of Public Examination (Prevention of Unfair Means) Rules, 2024. The detailed role and duties of Regional Officer is placed at **Annexure- II**.

**(d) Centre Coordinator:** Shall be of the rank of 'Senior Scale/Junior Scale'. In case of extreme exigency of officers duly approved by Regional coordinator, Sr. Supervisors may be nominated as Centre Coordinator. They will be responsible for the activities in that Examination Centre. In case, at

particular exam venue if the numbers of Computer Labs are more than four or exam centre is multistoried having-labs at different floors, one additional Centre Coordinator may be deputed. Centre Coordinator shall be nominated preferably ten days in advance of the exam phase or as per request of Chairperson RRB to get familiarize with the exam process and with their presence during mock test at exam venue. Their Role and duties are placed at **Annexure-III**. Centre Coordinator will also play the role of “Centre Coordinator” as defined under Rule 2 (b) of Public Examination (Prevention of Unfair Means) Rules, 2024.

**(e) Group 'C' Railway staff nominated for 2 Stage CBTs:**

(i) For 1<sup>st</sup> Stage CBT, the Centre Coordinator will be assisted with 1 Group 'C' staff for less than 250 candidates and in case of exam center having more than 250 candidates additional Group 'C' staff should be provided proportionately. Actual numbers of Group 'C' staff required may be decided by the RRB Chairpersons in consultation with the PCPOs keeping in view the sensitiveness of centers and availability of Railway officials;

(ii) For 2nd Stage CBT, the Centre Coordinator will be assisted with one Group 'C' Staff per 40-80 candidates. Within this scale, actual numbers of Group 'C' staff required may be decided by the RRB Chairpersons in consultation with the PCPOs keeping in view the sensitiveness of centers and availability or Railway officials.

**(f) Group 'C' Railway Staff nominated for Single Stage CBT:-**

The Centre Coordinator will be assisted with 1 Group 'C' staff per 100 candidates. Actual numbers of Group 'C' staff required may be decided by the RRB Chairpersons in consultation with the PCPOs keeping in view the sensitiveness of centers and availability of Railway officials.

Railway Group 'C' staff nominated at the venue shall assist the Centre Coordinator in discharging the above mentioned duties and any other duties that may be assigned by the Centre Coordinator and ensure smooth and fair conduct of the Exam. Their role and duties are placed at **Annexure-IV**.

The Centre Coordinator /Group 'C' Staff assisting the Centre Coordinator should not be allowed to continue at one Exam centre for more than 5 days. They should be replaced by another Railway Centre Coordinator/Group C' Staff assisting the Centre Coordinator, as the case may be.

**(g) One Group 'C' Railway Staff and one Senior Group C RPF Staff for Server and Control Room**

In addition to Group 'C' staff nominated for exam centre as given above, one Senior Group 'C' competent Railway staff preferably from S & T or Electrical department or B. Tech in Computer Science/IT/Electrical/Electronics (Level 5 or higher) will be available in Server Room. He will be vigilant and report of any unusual activity (database of such officials to be maintained by Railways). One senior RPF staff shall be exclusively nominated for Server and Control Room having CCTV feed of all labs of that particular exam center. The RPF Staff assigned (by Railway Centre Coordinator of the centre) will remain alert for any unusual and will remain present in uniform. The officials will monitor the activities of all labs as well as keep vigil on the activities of Venue Head and IT manager. They will ensure only the nominated and authorized person should enter in Server room with restricted communication. If they notice anything unusual in Server room they will immediately bring this to notice of the Railway Centre Coordinator who in turn will ensure and satisfy himself that nothing unusual is happening in exam at/from the respective centre. Their role and duties are placed at **Annexure-VI & VII**.

**(h) RPF Staff:**

Three RPF staff should be deputed per centre in which one senior most RPF staff will be assigned for Server room duty as mentioned in Para (g) above. Duties of remaining two staff in which preferably one male and one female are placed at **Annexure-V**.

**(i) Invigilators:** The invigilation is provided by the ECA. There shall be one (1) invigilator per 25-30 candidates. These Invigilators shall assist the Group 'C' Staff and the Centre Coordinator from the Railways for smooth conduct of Computer Based Test (CBT) in that particular exam centre. The list of Invigilators along with self- attested copy of their ID proof should be available with Railway Centre Coordinator and the ECA Centre Head. Invigilators should also be rotated across centers randomly and should not be continued at one center.

**(j) Formation and Broad role of Control room will be as under:-**

**1. Formation:**

- i. **Control Room at Division:** Divisional Control Room will be consisted of Regional Coordinator (ADRM), Additional Regional Coordinator (Sr. DPO), Sr. DSC, One Jr. Scale officer preferably of Personnel Branch (To be decided by Additional Regional Coordinator in consultation with Regional Coordinator), two Group 'C' staff as decided by Additional Regional Coordinator, one staff of level One. Control room at division will work in close coordination of Regional Coordinator and Additional Regional Coordinator. Control room official will be in close contact with Railway officials of all test centers of their jurisdiction. In need they may visit to test centers also. Regional Coordinator, Additional Regional Coordinator and Sr. DSC should make some surprise checks of test centers during exam to ensure conduction of smooth, hassle free and error free exam.
- ii. **Control Room at Zonal HQ:** Zonal control room will be consisted of Zonal Coordinator (CPO Admin.), Additional Zonal Coordinator (Chairperson/RRC), Dy. CSC, One Jr. Scale officer preferably of Personnel Branch {as decided by Zonal Coordinator i.e. CPO Admin.), One Group 'C' staff as decided by Additional Zonal Coordinator, One staff of level One. Control room at Zonal office will work in close coordination with Divisional Control Room. Control Room officials will be in close contact with Divisional railway officials of divisional control room under their jurisdiction and maintain close liaison with Chairperson RRB. Zonal Coordinator, Additional Zonal Coordinator and Dy. CSC should make some surprise checks of test centers during exam to ensure conduction of smooth, hassle free and error free exam.

**2. The role of the Control Room will be as under:**

- i. Monitoring the RRB Computer Based Test (CBT) in each of the cities and issuing suitable directions to the authorities concerned.
- ii. Ensuring that the CBT is conducted in a fair and transparent manner.
- iii. Incidents or exceptional situations arisen during the day should be solved and noted properly to be placed on record for future references.
- iv. Deployment of Staff to the exam centers and replacements, if any.
- v. Ensuring deployment of RPF in each centre, interaction with State Police, mob management, Dy. CSC & Sr. DSC concerned should also ensure all these aspects etc.

All Centre Coordinator and Group 'C' officials nominated for RRBs CBT should give Undertaking (**Annexure VIII**) that they have read and understood all the instructions related to conduct of CBT and ensure compliance of these instructions and bring it to notice of Railways any violation done by ECA.

The roles and responsibilities mentioned in this letter are general in nature. For any special requirement protocol document of Exam may be referred.

For payment of Honorarium, the officers/officials in the Control Room are governed by Board's letter No. E(G)2010/HO1-38 dated 19.11.2018 (RBE.No.174/2018).

In case of exigency, relaxation in respect of requirement of officers/staffs as specified in these instructions may be given by Chairperson RRB in consultation with PCPOs duly recording reasons for the same.

DA: As above

VIDYA  
DHAR  
SHARMA  
(Vidya Dhar Sharma)  
Director Estt.(RRB)  
Railway Board

Digitally signed  
by VIDYA DHAR  
SHARMA  
Date:  
2024.10.21  
16:47:27 +05'30'

**Copy to: Chairpersons,  
All Railway Recruitment Boards for N.A. and information please.**

**DUTIES OF ADDITIONAL REGIONAL COORDINATOR**

1. Will ensure that Centre Coordinator as well as Supervisors are performing their duties as per the directives given.
2. Will ensure smooth and fair conduct of the CBT at the centres placed under them.
3. Will act as a representative of RRB to see the examination conducted by the ECA/Center Head efficiently, properly and smoothly according to the prescribed procedures.
4. Will see proper deployment of RPF personnel/state Police.
5. Will ensure lodging of First Information Report (FIR) by ECA/Center Head in case of malpractice/untoward event(s).
6. Will submit report to RRB mentioning in detail the unusual occurrence if any.
7. Responsible for nomination and sparing of required Railway Staff for exam duties under his/her jurisdiction.
8. Will monitor that the Centre Coordinator and Invigilators nominated by ECA are rotated randomly across centres.
9. Additional Regional Coordinator will ensure that all nominated Railway officials have reached exam centers well in time.
10. Additional Regional Coordinator will ensure shift wise submission of day to day attendance of candidates of exam centers well in time to RRB.
11. Additional Regional coordinator will maintain close liaisoning with RRB officials during Exam.
12. Additional Regional Coordinator should ensure that nomination of officials for exam duty should be submitted to RRB well in advance and if any changes made in the assigned duties same should also be reported to RRB well before exam.
13. After completion of CBT, Additional Regional Coordinator should ensure timely submission of account to RRB and associate accounts for the disbursement of honorarium and related expenditure.
14. Any irregularity should be personally brought to notice of GM, DRM and ED/E(RRB) with detailed report within six hours.
15. To ensure adequate infrastructure is available for Aadhaar authentication at centres as per agreement wherever implemented.

**DUTIES OF REGIONAL OFFICER:**

1. He will ensure that Centre -Coordinators as well as Supervisors are performing their duties as per the directives given.
2. He will ensure smooth and fair conduct of the CBT at the centres placed under him.
3. He will act as a representative of RRB to see the examination conducted by the ECA/ECSP Venue-In-Charge efficiently, properly and smoothly according to the prescribed procedures.
4. He will see proper deployment of RPF personnel/State Police.
5. Responsible for nomination and sparing of required Railway Staff for exam duties under his/her jurisdiction.
6. He will monitor that the Centre Coordinators, Railway Supervisors and Invigilators nominated by ECA/ECSP are rotated regularly
7. He will take undertaking from Centre-Coordinators nominated for the city that they have read and understood all the instructions related to conduct of CBT and ensure compliance of these instructions and bring it to notice of RRB/Railways, if any violation is done by ECA/ECSP.
8. He will ensure that all nominated Railway officials have reached exam centers well in time.
9. He will ensure shift wise submission of day-to-day attendance of candidates of exam centers well in time to RRB & Control Room.
10. He will submit report to RRB & Control Room mentioning in detail the unusual occurrence if any.
11. Role of Regional Officer in case of occurrence of Unfair Means or Offences:
  - (i) Venue-In-Charge of ECA/ECSP or Centre Coordinator (as the case may be) will report the “Unfair Means or Offence” to Regional Officer through Form-1/Form-2 as prescribed under PE Rules 2024 according to Provisions as stipulated in Rule 7 and referring PE Act 2024.
  - (ii) Regional Officer may review the report received and cause appropriate action to be taken, which may include filing of FIR.
  - (iii) In case, the Regional Officer arrives at a conclusion that no First Information Report is required to be filed, he shall record reasons therefor.
  - (iv) In case, the Regional Officer concludes that, prima facie, there is involvement of Management or Board of Directors of Service Provider under Rule 7(3), he shall report the details of the incident, enclosing his findings, along with Form 2 to the RRB.
  - (v) In case, the Regional Officer concludes that, prima facie, there is involvement of Railway Servant under Rule 8(1) he shall report the details of the incident, enclosing his findings, along with Form 2 to the RRB.
  - (vi) Depending on the decision of Regional Officer, the FIR will be required to be lodged during the Exam days.
    - a. He will ensure lodging of FIR by ECA/ECSP Venue-In Charge in case of Unfair means & Offences/untoward event(s).
    - b. He will ensure the lodging of FIR by Centre- Coordinator in case there is involvement of Service Provider itself.
12. He will be available during the day of Mock Drill in some Exam Venues under his jurisdiction and will monitor and witness the conduction of Mock Drill.

**DUTIES OF CENTRE COORDINATOR**

1. The officer and his assisting staff shall carry the identity card as well as letter of nomination with him and reach the exam venue on reporting time.
2. The Centre Coordinator and assisting Group C staff/ (Railway Supervisor), RPF staff will have to give declaration (**Annexure-VIII**) before the exam that none of their close relatives are appearing in the exam at that centre and they have read and understood all the instructions related to CBT and ensure compliance of these instructions and bring it to the notice of Railways if any violation is done by ECA. This declaration should be obtained in the prescribed proforma and handed over to Venue-in Charge. The Centre Coordinator shall also ensure that all the officials of ECA/ECSP also give no close relative undertaking before the exam.
3. The Centre Coordinator will supervise the proper functioning of CCTV camera/location & its feed on monitor and their storage. In case of any camera is not functioning the same is to be brought to the notice of centre head for the repair/rectification at the earliest. This should also be included in the Centre Coordinator's report. He will also ensure that candidates present in Computer Lab for Exam are properly in the ambit of camera.
4. The Centre Coordinator shall oversee the processes related to the following and ensure-
  - a. Verification of e-call letter, passport size colour photo and original photo ID of candidate. The quality of verification should be kept under close watch. While allowing the candidates to come inside ensure that the e-call letter, photo identity card and the face of the candidate is verified.
  - b. To check whether frisking staff at the centre is in uniform. Checking by ECA/ECSP frisking team to ensure that no candidate is allowed to enter the exam hall with prohibited gadgets/stationery items. The quality of frisking should be kept under close watch.
  - c. Aadhaar based Bio Authentication Biometric recording of attendance and face photo capturing through webcam by ECA/ECSP at the Centre for candidate as well as of scribe (if applicable) before the start of exam as well as at the mid of the exam. It needs to be ensured that biometric LTI capture is proper and the photograph being captured is with adequate illumination, white background and should cover full face (should not be a long shot). In case of mismatch of biometric taken before start of exam and mid of the exam, the action is to be taken as per para 5(c) i.e., Biometric & Attendance During examination.
  - d. Paragraph writing and taking right thumb impression by candidates on the e-call letter in coordination with Venue-In-Charge of ECA/ECSP. Centre-Coordinators to oversee that smudge free Physical RTI & LTI is captured using good quality stamp pad. The unclear thumb impression should be retaken at the rear side of RRB foil of E- call letter duly taking signature of the candidate, invigilators and Centre-Coordinator. In case space is not available on the rear side, the same should be taken on the separate paper following the above procedure and should be mentioned in the exception statement.
  - e. Smooth conduct of CBT in every session.
  - f. No candidate is allowed to enter the test centre after gate closure time. No candidate is allowed to leave the Exam lab/Centre till completion of the exam.
  - g. Eligible PwBD candidates availing assistance of Scribe are entitled for 30 minutes extra time. Eligible PwBD candidates can opt for change of scribe at the venue after filling prescribed proforma enclosed with e-call letter. It is required to be ensured that PwBD candidates who opted for scribe but actually not availing services of scribe during examination are not given any extra time. Similarly, PwBD candidates who had not opted for scribe but are eligible for the same and want to avail the services of scribe may do so by filling prescribed Proforma.
  - h. He shall ensure that candidates availing bio break are allowed to resume their exam only

after their biometrics are captured again.

- i. He shall ensure that the supervisory staff keeps a close eye on the invigilation process. All the invigilators must wear identity cards displaying the nodes for which they are responsible. One Railway supervisor should keep a vigil on the activities of Venue-In-Charge and IT Manager. They shall move in and around areas such as server room etc. which are not covered by other railway supervisors. Any quality issues regarding invigilator /invigilation should be brought to the notice of Venue-In-Charge for quick rectification. Check whether original photo ID cards of invigilators are available at the centre on exam day.
  - j. Will monitor that the exam functionaries of ECA including Invigilators are wearing uniform and role tag badge as per prescribed norms. Their identity to be checked with photo ID proof in their possession. Also, no person other than whose name is appearing in the list shared by ECA is present at the centre. No person should be allowed who does not fulfill these norms.
5. He shall get himself conversant with the detailed instructions on the e-call letter and see that these instructions are complied.
  6. Will monitor that nodes are randomly allotted to candidates after bio-metrics registration.
  7. Will monitor that invigilators are regularly shuffled among labs per day.
  8. He shall check himself as well as with the help of assisting Group C staff (Railway Supervisor) whether candidates are sitting on allotted computer terminals. He shall also ensure that the count of candidates' physically taking exam matches with the number of registered candidates in biometric.
  9. He shall check that all exams related documents should be scanned and uploaded in the prescribed time.
  10. He shall ensure that e-call letter and undertakings of candidates, Centre Coordinator report, exception report, incidence register etc. are scanned, packed and sealed by ECA/ECSP and the envelope cover mentions details as per format and documents are kept as per the check list. The physical form of e-call letter (RRB foil) along with Proforma reports so collected shall be kept in an envelope and sealed jointly with Venue-in-charge. of ECA/ECSP and Centre-Coordinator. The summary of attendance in a particular session shall be written outside such sealed envelope and jointly signed by Centre Coordinator and Venue-In-Charge of ECA/ECSP as per the Format provided. The sealing of the envelopes will be done after signing by Venue-In-Charge and Centre Coordinator across the flap and covering the same by transparent cellophane tape.
  11. At the end of the day, he shall prepare a report about conduct of CBT on a prescribed Proforma provided by RRB and upload scanned copy of the same in the data centre. Further prescribed proforma should be filled by Centre Coordinator only in case of difference (if any) from Venue-in-charge.
  12. Handling of e-call letter & other documents: At the end of each session, the Venue-In-Charge of ECA/ECSP shall keep with him these sealed envelopes with other records of session as per this protocol.
  13. The physical count of candidates after commencement of exam should be taken and compared with the E-Call Letters collected to identify the candidate giving exam on the terminals outside invigilation area.
  14. In case of any untoward incident requiring Police intervention, ECA/ECSP team in the test centres will initiate and lodge FIRs, if required, and Command Centre and Chairperson concerned will be informed. Suitable mention of the same shall be incorporated in the Centre Coordinator report (Prescribed Proforma). Centre Coordinator will liaison with the police authorities, if required, for filing of the FIR and also make a joint report with the ECA/ECSP staff which should be scanned and uploaded.
  15. He shall ensure that the record of all exam functionaries, invigilators, housekeeping staff, and

Security Guards etc are to be maintained in the system for future reference and traceability.

16. The Centre Coordinator will have to ensure preparation of all Proformas reports duly signed by concerned Officials. Further prescribed Proforma, should be filled by Centre Coordinator only in case of difference (if any) from Venue-in-charge.
17. The Centre Coordinator shall coordinate with the inspecting vigilance team and provide necessary Assistance/ information to them in consultation with the Chairperson RRB.
18. The Centre Coordinator is required to keep the mobile phone with himself (in silent/vibration mode) so that any communication from the command centre can be made immediately as per the requirement.
19. Railway Group 'C' staff (Railway Supervisors) nominated at the venue shall assist the Centre Coordinator in discharging the above-mentioned duties and any other duties that may be assigned by him and ensure smooth and fair conduct of the Exam.
20. The Centre Coordinator will maintain a list of nominated Railway Supervisors at the Centre. By his reporting time the Railway Centre Coordinator needs to confirm his presence along with the names of Railway supervisors and number of RPF personnel present at his centre to Assistant/Member Secretary/RRB and Regional Officer through SMS/message.
21. Will see the deployment of RPF personnel. In case of deficiency shall report it to the Regional Coordinator/Additional Regional coordinator (Sr. DPO), Regional Officer, Control Room or Chairperson/Member Secretary/ Assistant Secretary of RRB.
22. RPF staff deployed at test centres should be given the responsibility to keep a watch on the ECA/ECSP Staff/TCA/Invigilators entering the gate/premises or movement of any equipment once the gate closure time is over. In case of any untoward incidents/observation, RPF staff shall report it to the Centre Coordinator immediately.
23. Will regularly monitor the working of server room. Will deploy one Group 'C' competent railway staff (if provided from S & T or Electrical department otherwise of any other department) and one RPF staff to server room duty for ensuring error free exam.
24. Any unusual occurrence may be brought to the notice of Regional Coordinator, Regional Officer and RRB officials viz. Chairperson and Member/Assistant Secretary.
25. "Unfair Means or Offences" Cases: The Centre Coordinator will report the "Unfair Means or Offences" to Regional Officer through Form-1/Form-2 (as the case may be) as per provisions stipulated in Rule 7 of Public Examination (Prevention of Unfair Means) Rules, 2024 referring to Public Examination (Prevention of Unfair Means) Act, 2024 for his decision.
26. Regional Officer may review the report received and cause appropriate action to be taken, which may include:
  - a. Filing of FIR by Venue-in-Charge. Centre Coordinator will have to liaise with the police authorities. Centre Coordinator will ensure that FIR has been lodged with the concerned authorities.
  - b. Filing of FIR by Centre Coordinator in case there is involvement of Service Provider itself.
27. He will be available during the day of Mock Drill at the Exam Venue and will check the various items as per Check List of Mock Drill and sign the same jointly with Venue-In-Charge of Exam Conducting Agency/Service Provider.

**DUTIES OF GROUP 'C' RAILWAY STAFF ASSISTING CENTRE COORDINATOR**  
**(SUPERVISORS)**

1. They shall carry the identity card as well as letter of nomination with him/her.
2. They should reach the Exam Centre at least half an hour before the reporting time of each shift.
3. The Group 'C' Staff shall give declaration before the exam that none of their near relatives is appearing in the exam at that centre. This declaration should be obtained on a Proforma and handed over to Centre Head and should be shown during inspection by Vigilance or Flying Squad visiting the Centre.
4. They shall undertake the following activities along with the ECA officials:-
  - a. Verification of e-Call letters and original photo ID of candidate
  - b. To ensure no candidate is allowed to enter the exam hall with prohibited gadgets/ stationery items.
  - c. Biometric recording of attendance and face photo capturing through webcam by ECA at the Centre for candidate as well as Scribe.
  - d. Paragraph writing and taking left thumb impression by candidates on the physical form of e-Call letter in coordination with Centre Head of ECA.
  - e. Smooth conduct of CBT in every session.
  - f. Candidate reporting time and exam timings
  - g. No candidate is allowed to enter the test centre after gate closure time. No candidate is allowed to leave the Exam Hall/Centre till completion of the exam.
  - h. Candidates availing assistance of Scribe are entitled for additional time as prescribed in CEN/Protocol documents of the Exam
  - i. Checking by ECA to ensure no candidate is allowed to enter the exam hall with prohibited gadgets/Stationery items. The quality of frisking should be kept under close watch.
  - j. He shall ensure that candidates availing bio break are allowed to resume their exam only after their biometrics 'are captured again.
5. They shall get conversant with the detailed instructions on the e-Call letter
6. They shall check about candidates sitting on allotted computer terminals.
7. Checking of Rough Paper provided at the Centre has the stamp of the test venue.
8. Ensuring that the candidate has written his/her Roll No. on the Rough paper.
9. Collection of Rough paper from the candidates before the candidates leave.
10. Shall oversee the invigilators posted by the ECA and ensure that the process of invigilation is being done correctly.
11. Anything unusual should be brought to the notice Centre Coordinator.
12. Assist Centre Coordinator in all matters related to the process of Computer Based Test (CBT).
13. Will give undertaking **(Annexure - VIII)** that he/she has read and understood all the instructions related to conduct of CBT and ensure compliance of these instructions and bring it to notice of Railways any violation done by ECA.
14. In case the Centre Coordinator fails to report at the venue by prescribed time, the senior most Railway Supervisor available at the venue will act as Centre Coordinator.
15. They will be available during the day of Mock Drill for witnessing and monitoring of Mock Drill on demand/as per requirement of the Regional Officer/Center Coordinator.
16. They shall give declaration **(Annexure-VIII)** before the exam that none of their close relatives is appearing in the exam at that centre.

**DUTIES OF RPF STAFF DEPLOYED AT CENTRE**

1. They shall be present in uniform showing their name badge.
2. They should monitor complete frisking activity of candidates. Quality of frisking should be kept under close observation.
3. They should maintain proper queue and crowd management of candidates at test centre.
4. They should keep a close watch on any unusual and unlawful activity at test centre. They should ensure for maintaining complete law and order inside the exam centre throughout exam.
5. After the registration of the candidates is closed, they should check washroom, vacant rooms/labs to find out any hidden communication devices like Bluetooth etc.
6. They should ensure that vacant rooms/labs not being used for examination purpose are locked before start of exam.
7. They should ensure smooth entrance and exit of candidate at exam centre.
8. If any impersonation activity is noticed by them, they should immediately bring in the notice of the same to the Centre In-Charge and Centre-Coordinator.
9. Strict vigil on exam centre campus to be monitored throughout exam to ensure smooth and error free exam. If they ensure any unethical or any unlawful activity during entire exam, they should immediately report the same to Railway Centre Coordinator deputed at Exam Centre.
10. They should ensure that belongings /baggage of candidates are being kept at nominated place only at the Exam Centre.
11. They should ensure that candidate should not carry mobile phone or any communication device inside the exam centre.
12. They shall give (**Annexure-VIII**) before the exam that none of their close relatives is appearing in the exam at that centre and they have read and understood all the instructions related to CBT and ensure compliance of these instructions and bring it to the notice of Railways if any violation is done by ECA

**SERVER ROOM DUTIES OF RPF STAFF**

**(Senior most RPF staff will be assigned for Server room duty)**

1. He will be present in uniform showing their name badge.
2. Strictly refrain the entry of any unauthorized person inside the Server Room.
3. Ensure that any authorized person entering the Server Room has valid ID card and make endorsement of his entry & exit details i.e. name, designation, ID card no. date, time, signature etc.
4. He with the help of Examination Conducting Agency/Service Provider's person will monitor the following activities through CCTV:-
  - a. Monitoring of unusual activities of invigilators through CCTV real time during examination such as no invigilator stands behind the candidate's seat for too long. If anyone is found doing so then immediately call him and make him understand the rules and regulation and take the necessary action.
  - b. Restroom and other vacant rooms/labs to be checked before the start of each shift through CCTV.
  - c. Check the Entry and Exit point of the center constantly through CCTV and also ensure that the staff should not leave the premise before or in between the ongoing exam.
5. He should keep a close watch on any unusual and unlawful activity at Server Room. If any such activity is noticed by him, he should immediately bring in the notice of the same to the Venue- In-Charge of Examination Conducting Agency/Service Provider and Centre Coordinator of the Railways.
6. They shall give (**Annexure-VIII**) before the exam that none of their close relatives is appearing in the exam at that centre and they have read and understood all the instructions related to CBT and ensure compliance of these instructions and bring it to the notice of Railways if any violation is done by ECA

**SERVER ROOM DUTIES OF GROUP “C” STAFF**

**(Preferably from S & T or Electrical department or B. Tech in Computer Science/IT/Electrical/ Electronics- Level 5 or higher Database of such officials to be maintained by Railways)**

**The activities listed below are only indicative. Standard Operating Procedure (SOP)/Exam Protocol Document for Exam Day Process for a particular Exam to be referred for complete/actual details of activities to be monitored/performed.**

1. Monitor that the server room lined up activities are going on as per the time schedule given in Standard Operating Procedure (SOP)/Exam Protocol Document for Exam Day Process.
2. Check the Examination Server and its time bound process like QP download, Allow candidate Login etc.
3. Monitor the LAB specific activities like (i)Candidate attendance taking, Candidate Biometric registration/verification (ii) Post exam uploading of documents
4. Check that all the computer nodes are up & running before the seat allocations
5. Check the count of CCTV cameras and their connection to the DVR on the day of the exam.
6. Check that Date & Time in CCTV feeds displayed on surveillance monitors/screens is correct & matching.
7. Match the count of cameras with the live feed on surveillance monitors/screen.
8. CCTV's angles to be checked - not to focus on any candidate screen.
9. He will check that all candidates who have had room change or system change in the lab is indicated in the examination server.
10. He will ensure that any type of Network (WIFI, Hotspot, Broadband, Mobile etc.) on Primary Server is turned off before the First Login time (Candidate to read instructions Computer screen) to end of the CBT Exam (including end of CBT exam for PwBD candidates, as applicable).
11. He will ensure that no external device or cable (USB, Hotspot Dongle etc.) which is not required for conduction of exam is in use in any ports of the Primary Server during the CBT Exam. Devices used for taking Biometrics of the candidates during the Exam are permitted to transfer data to Primary Server.
12. He will keep watch on the exceptions being allowed by Server Administrator/Venue-in-Charge/Central Command Centre of ECA through Primary Server such as allotment of buffer computer node to a candidate due to technical issue in his initially allotted computer node etc.
13. If any unusual/unauthorized activity is noticed by him, he should immediately bring in the notice of the same to the Venue- In-Charge of Examination Conducting Agency/Service Provider and Centre Coordinator of the Railways.
14. He will be available during the day of Mock Drill at the Exam Venue and will check the various items as per Check List of Mock Drill and sign the same jointly with Venue-In-Charge of Exam Conducting Agency/Service Provider.
15. They shall give (**Annexure-VIII**) before the exam that none of their close relatives is appearing in the exam at that centre and they have read and understood all the instructions related to CBT and ensure compliance of these instructions and bring it to the notice of Railways if any violation is done by ECA

**UNDERTAKING**

Certified that in the CBT examination for CEN \_\_\_\_\_ held on \_\_\_\_\_ no close relative of mine is appearing at this venue namely: \_\_\_\_\_

I have read and understood all the instructions related to conduct of CBT and will ensure compliance of these instructions and bring it to notice of RRB and Railway, if any violation is done by ECA/ECSP.

It is also certified that I am myself is not a candidate against CEN ----- . In case I was found to be a candidate against this notification, I am aware that my candidature for CEN ----- shall stand cancelled and I shall be debarred from all future recruitments in Railways in addition to any disciplinary/legal action.

| S.N. | Designation for Examination         | Name | Designation in Railway place of posting | Signature |
|------|-------------------------------------|------|-----------------------------------------|-----------|
| 1    | Centre Coordinator                  |      |                                         |           |
| 2    | Supervisor                          |      |                                         |           |
| 3    | Supervisor                          |      |                                         |           |
| 4    | Supervisor                          |      |                                         |           |
| 5    | Supervisor                          |      |                                         |           |
| 6    | Supervisor                          |      |                                         |           |
| 7    | RPF staff                           |      |                                         |           |
| 8    | RPF staff                           |      |                                         |           |
| 9    | RPF staff                           |      |                                         |           |
| 10   | Group C Staff (S & T or Electrical) |      |                                         |           |



# भारत का राजपत्र The Gazette of India

सी.जी.-डी.एल.-अ.-13022024-252006  
CG-DL-E-13022024-252006

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 1] नई दिल्ली, सोमवार, फरवरी 12, 2024/ माघ 23, 1945 (शक)  
No. 1] NEW DELHI, MONDAY, FEBRUARY 12, 2024/MAGHA 23, 1945 (SAKA)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।  
Separate paging is given to this Part in order that it may be filed as a separate compilation.

## MINISTRY OF LAW AND JUSTICE (Legislative Department)

*New Delhi, the 12th February, 2024/Magha 23, 1945 (Saka)*

The following Act of Parliament received the assent of the President on the 12th February, 2024 and is hereby published for general information:—

### THE PUBLIC EXAMINATIONS (PREVENTION OF UNFAIR MEANS) ACT, 2024

No. 1 OF 2024

[12th February, 2024.]

An Act to prevent unfair means in the public examinations and to provide for matters connected therewith or incidental thereto.

BE it enacted by Parliament in the Seventy-fifth Year of the Republic of India as follows:—

#### CHAPTER I

##### PRELIMINARY

1. (1) This Act may be called the Public Examinations (Prevention of Unfair Means) Act, 2024.

Short title and  
commencement.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

## Definitions.

2. (1) In this Act, unless the context otherwise requires,—

(a) “candidate” means a person who has been granted permission by the public examination authority to appear in public examination and includes a person authorised to act as a scribe on his behalf in the public examination;

(b) “communication device” shall have the same meaning assigned to it in clause (ha) of sub-section (1) of section 2 of the Information Technology Act, 2000;

21 of 2000.

(c) “competent authority” shall mean the Ministry or a Department of the Central Government administratively concerned with the public examination authority;

(d) “computer network”, “computer resource” and “computer system” shall have the meanings respectively assigned to them in clauses (j), (k) and (l) of sub-section (1) of section 2 of the Information Technology Act, 2000;

21 of 2000.

(e) “conduct of public examination” shall include all the procedures, processes and activities, as may be prescribed, for being adopted for the conduct of public examination;

(f) “institution” means any agency, organisation, body, association of persons, business entity, company, partnership or single proprietorship firm, by whatever name it may be called, which is other than the public examination authority and the service provider engaged by such authority.

*Explanation.*—For the purposes of this clause, it is clarified that “company” includes a company as defined in clause (20) of section 2 of the Companies Act, 2013; or a limited liability partnership firm as defined in clause (n) of sub-section (1) of section 2 of the Limited Liability Partnership Act, 2008;

18 of 2013.

7 of 2009.

(g) “notification” means a notification published in the Official Gazette and the expression “notify” shall be construed accordingly;

(h) “organised crime” means an unlawful activity committed by a person or a group of persons indulging in unfair means in collusion and conspiracy to pursue or promote a shared interest for wrongful gain in respect of a public examination;

(i) “person associated with a service provider” means a person who performs services for or on behalf of such service provider irrespective of whether such person is an employee or an agent or a subsidiary of such service provider, as the case may be;

(j) “prescribed” means prescribed by rules made under this Act;

(k) “public examination” means any examination conducted by the public examination authority, as specified in the Schedule, or conducted by such other authority as may be notified by the Central Government;

(l) “public examination authority” means an authority as specified by the Central Government by a notification, from time to time for conducting the public examinations;

(m) “public examination centre” means such premises, which is selected by the service provider or otherwise selected by the public examination authority, to be used for conduct of public examination and which, amongst others, may include any school, computer centre, institution, any building or part thereof and the same shall include the entire periphery and land appurtenant thereto which may be used for security and other related reasons for conduct of the public examinations; and

(n) "service provider" means any agency, organisation, body, association of persons, business entity, company, partnership or single proprietorship firm, including its associates, sub-contractors and provider of support of any computer resource or any material, by whatever name it may be called, which is engaged by the public examination authority for conduct of public examination.

(2) Words and expressions used herein but not defined and defined under any other law for the time being in force, shall have the same meanings as assigned to them in those laws.

## CHAPTER II

### UNFAIR MEANS AND OFFENCES

3. The unfair means relating to the conduct of a public examination shall include any act or omission done or caused to be done by any person or group of persons or institutions, and include but not be restricted to, any of the following acts for monetary or wrongful gain—

Unfair means.

- (i) leakage of question paper or answer key or part thereof;
- (ii) participating in collusion with others to effect leakage of question paper or answer key;
- (iii) accessing or taking possession of question paper or an Optical Mark Recognition response sheet without authority;
- (iv) providing solution to one or more questions by any unauthorised person during a public examination;
- (v) directly or indirectly assisting the candidate in any manner unauthorisedly in the public examination;
- (vi) tampering with answer sheets including Optical Mark Recognition response sheets;
- (vii) altering the assessment except to correct a *bona fide* error without any authority;
- (viii) willful violation of norms or standards set up by the Central Government for conduct of a public examination on its own or through its agency;
- (ix) tampering with any document necessary for short-listing of candidates or finalising the merit or rank of a candidate in a public examination;
- (x) deliberate violation of security measures to facilitate unfair means in conduct of a public examination;
- (xi) tampering with the computer network or a computer resource or a computer system;
- (xii) manipulation in seating arrangements, allocation of dates and shifts for the candidates to facilitate adopting unfair means in examinations;
- (xiii) threatening the life, liberty or wrongfully restraining persons associated with the public examination authority or the service provider or any authorised agency of the Government; or obstructing the conduct of a public examination;
- (xiv) creation of fake website to cheat or for monetary gain; and
- (xv) conduct of fake examination, issuance of fake admit cards or offer letters to cheat or for monetary gain.

Conspiracy for unfair means.

4. No person or group of persons or institutions shall collude or conspire to facilitate indulgence in any such unfair means.

Disruption to conduct public examination.

5. (1) No person, who is not entrusted or engaged with the work pertaining to the public examination or conduct of public examination or who is not a candidate, shall enter the premises of the examination centre, with intent to disrupt the conduct of the public examination.

(2) No person authorised, engaged or entrusted with the duties to conduct public examination shall, before the time fixed for opening and distribution of question papers—

(a) open, leak or possess or access or solve or seek assistance to solve such question paper or any portion or a copy thereof in unauthorised manner for monetary or wrongful gain;

(b) give any confidential information or promise to give such confidential information to any person, where such confidential information is related to or in reference to such question paper for monetary or wrongful gain.

(3) No person, who is entrusted or engaged with any work pertaining to public examination shall, except where he is authorised in furtherance of his duties so to do, reveal or cause to be revealed or make known to any other person any information or part thereof which has come to his knowledge for any undue advantage or wrongful gain.

Other offences.

6. If any person or group of persons or institution commits any unfair means or offence under sections 3, 4 and section 5, the service provider shall forthwith report the offence to the concerned police authorities and also inform the public examination authority:

Provided that if the service provider resorts to unfair means and commits the offence or is involved in facilitating an offence, the public examination authority shall report the same to the concerned police authorities.

No premises other than examination centre shall be used for public examination.

7. It shall be an offence for the service provider or any person associated with the service provider to cause any premises, other than the examination centre, authorised by the public examination authority, to be alternatively used for the purpose of holding public examination, without the written approval of the public examination authority:

Provided that nothing contained in this section shall be an offence where any change in the examination centre without prior consent of the public examination authority is due to any *force majeure*.

Offences in respect of service providers and other persons.

8. (1) Any person, including the person associated with a service provider, shall be deemed to have committed an offence if he individually or in collusion with any other person or group of persons or institutions assists any person or group of persons or institutions in any manner unauthorisedly in the conduct of public examination.

(2) Service provider or any person associated with it shall be deemed to have committed an offence if he fails to report incidence of any unfair means or commission of any offence.

(3) Where an offence committed by a service provider is, *prima facie*, established during investigation to have been committed with the consent or connivance of any director, manager, secretary or other officer of such service provider, such person shall also be liable to be proceeded against:

Provided that nothing contained in this sub-section shall render any such person liable to any punishment under the Act, if he proves, that the offence was committed without his knowledge and that he exercised all due diligence to prevent the commission of such offence.

## CHAPTER III

## PUNISHMENT FOR OFFENCES

9. All offences under this Act, shall be cognizable, non-bailable and non-compoundable.

Cognizable offences.

10. (1) Any person or persons resorting to unfair means and offences under this Act, shall be punished with imprisonment for a term not less than three years but which may extend to five years and with fine up to ten lakh rupees. In case of default of payment of fine, an additional punishment of imprisonment shall be imposed, as per the provisions of the Bharatiya Nyaya Sanhita, 2023:

Punishment for offences under this Act.

45 of 2023.

45 of 2023.  
45 of 1860.

Provided that until the Bharatiya Nyaya Sanhita, 2023 is brought into force, the provisions of the Indian Penal Code, shall be applicable in place of the said Act.

(2) The service provider shall also be liable to be punished with imposition of a fine up to one crore rupees and proportionate cost of examination shall also be recovered from such service provider and he shall also be barred from being assigned with any responsibility for the conduct of any public examination for a period of four years.

(3) Where it is established during the investigation that offence under this Act has been committed with the consent or connivance of any Director, Senior Management or the persons in-charge of the service provider firm, he shall be liable for imprisonment for a term not less than three years but which may extend to ten years and with fine of one crore rupees. In case of default of payment of fine, an additional punishment of imprisonment shall be imposed as per the provisions of the Bharatiya Nyaya Sanhita, 2023:

45 of 2023.

45 of 2023.  
45 of 1860.

Provided that until the Bharatiya Nyaya Sanhita, 2023 is brought into force, the provisions of the Indian Penal Code, shall be applicable in place of the said Act.

(4) Nothing contained in this section shall render any such person liable to any punishment under the Act, if he proves, that the offence was committed without his knowledge and that he exercised all due diligence to prevent the commission of such offence.

11. (1) If a person or a group of persons including the examination authority or service provider or any other institution commits an organised crime, he shall be punished with imprisonment for a term not less than five years but which may extend to ten years and with fine which shall not be less than one crore rupees. In case of default of payment of fine, an additional punishment of imprisonment shall be imposed as per the provisions of the Bharatiya Nyaya Sanhita, 2023:

Organised crimes.

45 of 2023.

45 of 2023.  
45 of 1860.

Provided that until the Bharatiya Nyaya Sanhita, 2023 is brought into force, the provisions of the Indian Penal Code, shall be applicable in place of the said Act.

(2) If an institution is involved in committing an organised crime, its property shall be subjected to attachment and forfeiture and proportionate cost of examination shall also be recovered from it.

## CHAPTER IV

## INQUIRY AND INVESTIGATION

12. (1) An officer not below the rank of Deputy Superintendent of Police or Assistant Commissioner of Police shall investigate any offence under this Act.

Officers empowered to investigate.

(2) Notwithstanding anything contained in sub-section (1), the Central Government shall have the powers to refer the investigation to any Central Investigating Agency.

## CHAPTER V

## MISCELLANEOUS

Members, officers and employees of public examination authority to be public servants.

13. The Chairperson, Members, officers and other employees of the public examination authority shall be deemed, when acting or purporting to act in pursuance of any of the provisions of this Act, to be public servants within the meaning of the Bharatiya Nyaya Sanhita, 2023:

45 of 2023.

Provided that until the Bharatiya Nyaya Sanhita, 2023 is brought into force, the provisions of the Indian Penal Code, shall be applicable in place of the said Act.

45 of 2023.

45 of 1860.

Protection of action taken in good faith by any public servant.

14. No suit, prosecution or other legal proceedings under this Act, shall lie against any public servant, in respect of anything which is done in good faith or intended to be done in the discharge of his official functions or in exercise of his powers:

Provided that the public servants in the service of any public examination authority shall be subject to administrative action in terms of service rules of such public examination authority:

Provided further that nothing shall prevent proceeding against such public servants where, *prima facie* case exists for establishing commission of an offence under this Act.

Provisions of this Act to be in addition to other laws.

15. The provisions of this Act shall be in addition to, and not in derogation of, any other law for the time being in force:

Provided that the provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in any other law for the time being in force or any instrument having effect by virtue of any such law in force.

Power to make rules.

16. (1) The Central Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) to lay down procedures, processes and activities for being adopted for conduct of the public examination;

(b) any other matter which is to be or may be prescribed.

Laying of rules.

17. Every rule made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session, immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule, or both Houses agree that the rule should not be made, the rule shall, thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

Power to remove difficulties.

18. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order, published in the Official Gazette, make such provisions within three years, not inconsistent with the provisions of this Act, as appear to it to be necessary for removal of difficulty.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

## CHAPTER VI

## AMENDMENT TO THE CRIMINAL LAW (AMENDMENT) ORDINANCE, 1944

19. In the Criminal Law (Amendment) Ordinance, 1944, in the Schedule, after serial number 5 and entries relating thereto, the following serial number and entries shall be inserted, namely:—

Amendment of  
Ordinance 38 of  
1944.

"6. An offence punishable under the Public Examinations (Prevention of Unfair Means) Act, 2024."

## THE SCHEDULE

[See section 2 (k)]

## ANY EXAMINATION CONDUCTED BY—

1. Union Public Service Commission.
2. Staff Selection Commission.
3. Railway Recruitment Boards.
4. Institute of Banking Personnel Selection.
5. Ministries or Departments of the Central Government and their attached and subordinate offices for recruitment of staff.
6. National Testing Agency.
7. Such other authority as may be notified by the Central Government.

DR. RAJIV MANI,  
*Secretary to the Govt. of India.*

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**भारत का राजपत्र**  
**The Gazette of India**

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असाधारण  
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)  
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 319]

नई दिल्ली, सोमवार, जून 24, 2024/आषाढ 3, 1946

No. 319]

NEW DELHI, MONDAY, JUNE 24, 2024/ASHADHA 3, 1946

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 23 जून, 2024

सा.का.नि. 342(अ).—केंद्रीय सरकार, लोक परीक्षा (अनुचित साधन निवारण) अधिनियम, 2024 (2024 का 1) की धारा 16 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए निम्नलिखित नियम बनाती है, अर्थात् :-

अध्याय 1

प्रारंभिक

1. संक्षिप्त नाम और प्रारंभ - (1) इन नियमों का संक्षिप्त नाम लोक परीक्षा (अनुचित साधन निवारण) नियम, 2024 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. परिभाषाएं - (1) इन नियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो :-

(क) "अधिनियम" से लोक परीक्षा (अनुचित साधन निवारण) अधिनियम, 2024 (2024 का 1) अभिप्रेत है;

(ख) "केन्द्र समन्वयक" से विभिन्न सेवा प्रदाताओं और लोक परीक्षा प्राधिकरण के क्रियाकलापों के समन्वय के लिए तथा लोक परीक्षा प्राधिकरण में समन्वय करने के लिए और लोक परीक्षाओं के संचालन के लिए अधिसूचित सभी

संनियमों या मानकों और दिशानिर्देशों की अनुपालना को पूरा करने के लिए लोक परीक्षा केन्द्र पर तैनात लोक परीक्षा प्राधिकरण का कोई प्रतिनिधि अभिप्रेत है ;

(ग) “दिशानिर्देश” से केन्द्रीय सरकार द्वारा समय-समय पर अधिसूचित दिशानिर्देश अभिप्रेत है ;

(घ) “संनियम या मानक” से केन्द्रीय सरकार द्वारा लोक परीक्षाओं के संचालन के संबंध में समय-समय पर यथा अधिसूचित आज्ञापक अपेक्षाओं का सेट अभिप्रेत है ;

(ङ) “प्रादेशिक अधिकारी” से सरकार के उप सचिव के रैंक से अनिम्न भारसाधक अधिकारी अभिप्रेत है जिसे लोक परीक्षा प्राधिकरण द्वारा प्रदेश के लिए पदाभिहित किया गया है ;

(च) “स्थान भारसाधक” से विभिन्न सेवा प्रदाताओं के क्रियाकलापों का पर्यवेक्षण करने, समन्वय करने और उनका प्रबंध करने के लिए तथा यह सुनिश्चित करने के लिए कि लोक परीक्षा का संचालन करने के लिए अधिसूचित संनियमों, मानकों और दिशानिर्देशों का अनुपालन किया जा रहा है, परीक्षा संचालित करने वाले सेवा प्रदाता द्वारा नामनिर्दिष्ट कोई व्यक्ति अभिप्रेत है ।

(2) उन शब्दों और पदों के, जो इसमें प्रयुक्त हैं, किंतु परिभाषित नहीं हैं और तत्समय प्रवृत्त किसी अन्य विधि में परिभाषित हैं, का वही अर्थ होगा, जो उनका उन अधिनियमों में है ।

## अध्याय 2

### लोक परीक्षा प्राधिकरण द्वारा अन्य सरकारी अभिकरणों की सेवाओं को नियोजित करना

3. लोक परीक्षा प्राधिकरण द्वारा अन्य सरकारी अभिकरणों की सेवाओं को नियोजित करना- (1) जब कोई लोक परीक्षा प्राधिकरण, लोक परीक्षा के संचालन के लिए किसी अन्य लोक परीक्षा प्राधिकरण की सेवाओं के लिए नियोजित किया जाता है, तो पश्चातवर्ती लोक परीक्षा प्राधिकरण ‘सेवा प्रदाता’ की परिभाषा के अधीन नहीं आएगा ;

(2) विद्यालय, शैक्षणिक संस्थाएं और अन्य परिसर, जो केन्द्रीय सरकार या राज्य सरकार, पब्लिक सेक्टर उपक्रमों, स्वायत्त निकायों और अन्य सरकारी संगठनों के स्वामित्व में हैं या नियंत्रण में हैं, वे ‘सेवा प्रदाता’ की परिभाषा के अधीन नहीं आएंगे ;

(3) यदि यह सिद्ध कर दिया जाता है कि उपनियम (2) में निर्दिष्ट संस्थाओं का कर्मचारिवृंद (जिसके अंतर्गत संविदा कर्मचारिवृंद भी है), अनुचित साधनों का प्रयोग करता है या कोई अपराध कारित करता है, तो उस पर अधिनियम के सुसंगत उपबंधों के अनुसार कार्यवाही की जाएगी।

## अध्याय 3

### कम्प्यूटर आधारित परीक्षण

4. कम्प्यूटर आधारित परीक्षण – (1) कम्प्यूटर आधारित परीक्षण के अंतर्गत अभ्यर्थियों का रजिस्ट्रीकरण, केन्द्रों का आबंटन, प्रवेश-पत्रों का जारी किया जाना, लोक परीक्षा केन्द्रों में प्रश्नपत्रों को खोला जाना और वितरण करना, मूल्यांकन और अंतिम सिफारिशें करना, जैसे कार्यकलाप सम्मिलित हैं ।

(2) कम्प्यूटर आधारित परीक्षण के संबंध में प्रश्नपत्रों को खोलने और वितरित करने से लोक परीक्षा केन्द्र में मुख्य सर्वर से स्थानीय सर्वर में प्रश्नपत्र को डाउनलोड करना, जैसा कि लोक परीक्षा प्राधिकरण द्वारा प्राधिकृत किया जाए, संबंधित लोक परीक्षा केन्द्रों में अभ्यर्थियों के लिए स्थानीय सर्वर से प्राधिकृत व्यक्ति कम्प्यूटरों में प्रश्नपत्रों को अपलोड और डिजिटल रूप में अंतरित करना अभिप्रेत है ।

## अध्याय 4

### कम्प्यूटर आधारित परीक्षण के लिए संनियम, मानक और दिशानिर्देश

5. संनियम, मानक और दिशानिर्देश तैयार करना – (1) केन्द्रीय सरकार के निमित्त, राष्ट्रीय भर्ती अभिकरण, पणधारियों के परामर्श से, परीक्षा के कम्प्यूटर आधारित परीक्षण रीति के लिए संनियम, मानक और दिशानिर्देश तैयार करेगा और इसे केन्द्रीय सरकार द्वारा अधिसूचित किया जाएगा ।

(2) संनियम, मानक और दिशानिर्देश के अंतर्गत भौतिक और डिजिटल अवसंरचना तथा क्रियाकलाप शामिल होंगे, जिसके अंतर्गत –

- (क) लोक परीक्षा केन्द्रों के रजिस्ट्रीकरण के लिए मानक प्रचालन प्रक्रिया ;
- (ख) कम्प्यूटर आधारित परीक्षण केन्द्रों के भीतर स्थान की अपेक्षा ;
- (ग) बैठने की व्यवस्था को प्रदर्शित करना ;
- (घ) कम्प्यूटर नोड्स की विशिष्टियां और उसका प्रदर्शन ;
- (ङ) सर्वर और नेटवर्क अवसंरचना की विशिष्टियां ;
- (च) कम्प्यूटर आधारित परीक्षण के संचालन के लिए इलैक्ट्रानिकी प्लेटफार्म की विशिष्टियां ;
- (छ) परीक्षा-पूर्व क्रियाकलाप जैसे लोक परीक्षा केन्द्रों पर परीक्षा की तैयारी के लिए पूर्व-संपरीक्षा ;
- (ज) अभ्यर्थियों का प्रवेश, बायोमैट्रिक रजिस्ट्रीकरण, सुरक्षा और छानबीन ;
- (झ) सीट आबंटन ;
- (ञ) प्रश्नपत्र सेट करना और लोड करना ;
- (ट) परीक्षा में अधीक्षण ;
- (ठ) परीक्षापश्चात् क्रियाकलाप ; जांच सूची और घोषणाएं ;
- (ड) लेखक उपलब्ध कराने के लिए दिशानिर्देश ; और
- (ढ) लोक परीक्षा के संचालन से सहबद्ध कोई अन्य क्रियाकलाप ।

### अध्याय 5

#### लोक परीक्षा के लिए केन्द्र समन्वयक

6. लोक परीक्षा प्राधिकरण, केन्द्र समन्वयक या कोई अन्य लोक परीक्षा से संबंधित कर्तव्यों को सौंपने के लिए, केन्द्रीय सरकार, राज्य सरकार, पब्लिक सेक्टर उपक्रम, पब्लिक सेक्टर बैंक, सरकारी विश्वविद्यालयों, स्वायत्त निकायों और अन्य सरकारी संगठनों में सेवारत या सेवानिवृत्त कर्मचारियों की सेवाएं ले सकेगा ।

### अध्याय 6

#### अनुचित साधनों या अपराधों की घटनाओं की रिपोर्ट करना

7. अनुचित साधनों या अपराधों की घटनाओं की रिपोर्ट करना.— (1) यदि लोक परीक्षा के संचालन से संबंधित अनुचित साधनों या अपराध की कोई घटना कारित होती है तो स्थान भारसाधक अपने निष्कर्षों के साथ प्ररूप-1 में एक रिपोर्ट तैयार करेगा। प्ररूप 1 की रिपोर्ट को केन्द्र समन्वयक के माध्यम से प्रादेशिक अधिकारी को भेजा जाएगा । यदि प्रथम सूचना रिपोर्ट को फाइल करने के लिए प्रथम दृष्टया मामला बनता है, तो स्थान भारसाधक आवश्यक कार्रवाई करेगा । प्रादेशिक अधिकारी प्राप्त रिपोर्ट की समीक्षा कर सकेगा और समुचित कार्रवाई करेगा, जिसके अंतर्गत प्रथम सूचना रिपोर्ट फाइल करना सम्मिलित हो सकेगा ।

(2) सेवा प्रदाता के प्रबंधन या निदेशक बोर्ड के स्तर से नीचे के व्यक्तियों की दशा में, जो अनुचित साधनों का प्रयोग करते हैं या कोई अपराध कारित करते हैं या किसी अपराध को कारित करने को सुकर बनाने में शामिल होते हैं या अधिनियम की धारा 8 की उपधारा (2) के अनुसार घटना की रिपोर्ट करने में असफल रहते हैं, तो केन्द्र समन्वयक, प्ररूप-2 में प्रादेशिक अधिकारी को मामले की रिपोर्ट करेगा । प्रादेशिक अधिकारी जांच करेगा और यदि उसका यह समाधान हो जाता है कि किसी सेवा प्रदाता का प्रतिनिधि परीक्षा केन्द्र स्तर पर संलिप्त है, तो वह केन्द्र समन्वयक को प्रथम सूचना रिपोर्ट फाइल करने का निदेश देगा । यदि प्रादेशिक अधिकारी इस निष्कर्ष पर पहुंचता है कि कोई प्रथम सूचना रिपोर्ट फाइल करने की आवश्यकता नहीं है तो वह ऐसा करने के कारणों को लेखबद्ध करेगा ।

(3) यदि प्रादेशिक अधिकारी इस निष्कर्ष पर पहुंचता है कि प्रथम दृष्टया, सेवा प्रदाता के प्रबंधन या निदेशक बोर्ड की संलिप्तता है तो वह घटना के ब्यौरों की रिपोर्ट अपने निष्कर्षों और प्ररूप-2 के साथ लोक परीक्षा प्राधिकरण को करेगा ।

(4) उपनियम (3) में निर्दिष्ट मामलों को लोक परीक्षा प्राधिकरण द्वारा गठित समिति को निर्दिष्ट किया जाएगा, जो प्रादेशिक अधिकारी के रिपोर्ट की जांच करेगी और समुचित निर्णय करने के लिए लोक परीक्षा प्राधिकरण को अपने निष्कर्षों को प्रस्तुत करेगी ।

(5) उपनियम (4) में निर्दिष्ट समिति, लोक परीक्षा प्राधिकरण से एक ज्येष्ठ कार्मिक, लोक परीक्षा प्राधिकरण द्वारा नामनिर्दिष्ट किए जाने वाले विशेषज्ञ सदस्य और मंत्रालय या विभाग, जिसको लोक परीक्षा प्राधिकरण रिपोर्ट करता है, से एक सदस्य (जो निदेशक की पंक्ति से नीचे का न हो) से मिलकर बनेगी।

(6) लोक परीक्षा के संचालन से संबंधित अनुचित साधनों या अपराधों की सभी घटनाओं की रिपोर्ट प्रादेशिक अधिकारी द्वारा समय-समय पर की गई कार्रवाई के ब्यौरों के साथ लोक परीक्षा प्राधिकरण को की जाएगी।

### अध्याय 7

#### लोक सेवक के संबंध में अनुसरण की जाने वाली प्रक्रिया

8. लोक सेवक के संबंध में अनुसरण की जाने वाली प्रक्रिया – (1) लोक परीक्षा प्राधिकरण, लोक परीक्षा के संचालन के लिए तैनात लोक सेवक के कार्यों के संबंध में प्रादेशिक अधिकारी की या अन्यथा रिपोर्ट की प्राप्ति पर जांच करेगा कि क्या लोक सेवक द्वारा लोक परीक्षा के संचालन में की गई कोई बात सदभावपूर्वक की गई थी, जैसा कि अधिनियम की धारा 14 में निर्दिष्ट है।

(2) उपनियम (1) के प्रयोजन के लिए, लोक परीक्षा प्राधिकरण द्वारा एक समिति का गठन किया जा सकेगा, जिसका अध्यक्ष संयुक्त सचिव या समतुल्य की पंक्ति से अन्यून कोई अधिकारी होगा और यह लोक परीक्षा प्राधिकरण से एक ज्येष्ठ अधिकारी तथा लोक परीक्षा प्राधिकरण द्वारा नामनिर्दिष्ट किसी विशेषज्ञ से मिलकर बनेगी।

(3) समिति, सभी सुसंगत सूचना की जांच करेगी और अपने निष्कर्षों को समुचित कार्रवाई करने के लिए लोक परीक्षा प्राधिकरण को प्रस्तुत करेगी।

### अध्याय 8

#### मानीटर करना

9. प्रत्येक लोक परीक्षा प्राधिकरण, इस अधिनियम के उपबंधों के कार्यान्वयन की मानीटरी करने के लिए एक तंत्र स्थापित करेगा।

### प्रारूप – 1

#### [नियम 7 देखें]

#### स्थान भारसाधक द्वारा अनुचित साधनों या अपराध को रिपोर्ट करने के लिए रूपविधान

#### भाग 1: प्रारंभिक ब्यौरे

1. लोक परीक्षा प्राधिकरण का नाम
2. लोक परीक्षा का ब्यौरा (तारीख और केन्द्र का स्थान सहित)
3. शिकायतकर्ता का नाम और पहचान  
(पहचान सबूत की प्रति संलग्न करें)
4. अनुचित साधनों या अपराध के घटित होने की तारीख और स्थान:

#### भाग 2: अनुचित साधनों या अपराध के ब्यौरे

1. अनुचित साधनों या अपराध के ब्यौरे
2. संलिप्त व्यक्तियों के ब्यौरे:

#### भाग 3: उपलब्ध सामग्री (साक्ष्य)

अनुचित साधनों या अपराध के संबंध में उपलब्ध शिकायत की प्रति, अन्य दस्तावेज़, साक्ष्य या कोई अन्य सुसंगत सामग्री

**भाग 4: साक्षियों की विशिष्टियां**

ब्यौरे (नाम, पता, संपर्क ब्यौरे और पहचान सबूत)

**भाग 5: निष्कर्ष**

1. क्या प्रथम सूचना रिपोर्ट को दर्ज करना और उसका कारण देना अपेक्षित है
2. कोई अन्य सिफारिश/टिप्पण
3. केन्द्र समन्वयक को रिपोर्ट भेजने की तारीख और समय

(हस्ताक्षर)

स्थान भारसाधक का नाम और पूर्ण ब्यौरे

**प्ररूप-2**

[नियम 7 देखें]

यदि सेवा प्रदाता या लोक सेवक संलिप्त है तो अनुचित साधनों या अपराध के बारे में रिपोर्ट करने हेतु केन्द्र समन्वयक द्वारा उपयोग के लिए रूपविधान

**भाग 1: प्रारंभिक ब्यौरे**

1. लोक परीक्षा प्राधिकरण का नाम
2. लोक परीक्षा का ब्यौरा (तारीख और केन्द्र का स्थान सहित)
3. सेवा प्रदाता का ब्यौरा
4. शिकायतकर्ता का नाम और पहचान (पहचान सबूत की प्रति संलग्न करें)

**भाग 2: अनुचित साधनों या अपराध के ब्यौरे**

1. सेवा प्रदाता के संलिप्त व्यक्ति (व्यक्तियों) के नाम
2. संलिप्त लोक सेवक (लोक सेवकों) के नाम
3. अनुचित साधनों या अपराध का ब्यौरा

**भाग 3: उपलब्ध सामग्री (साक्ष्य)**

अनुचित साधनों या अपराध के संदर्भ में उपलब्ध शिकायत की प्रति, अन्य दस्तावेज़, साक्ष्य या कोई अन्य सामग्री

**भाग 4: साक्षियों की विशिष्टियां**

ब्यौरे (नाम, पता, संपर्क ब्यौरे और पहचान सबूत)

**भाग 5: क्षेत्रीय अधिकारी के लिए सिफारिश**

(हस्ताक्षर)

केन्द्र समन्वयक का नाम और पूरा ब्यौरा

(प्रादेशिक अधिकारी को भेजी जाने वाली रिपोर्ट की तारीख और समय)

[फा. सं. 39020/12/2023-पीपी(बी.।)]

मनोज कुमार द्विवेदी, अपर सचिव

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS****(Department of Personnel And Training)****NOTIFICATION**

New Delhi, the 23rd June, 2024

**G.S.R. 342(E).**—In exercise of the powers conferred by section 16 of the Public Examinations (Prevention of Unfair Means) Act, 2024 (1 of 2024), the Central Government hereby makes the following rules, namely: -

**CHAPTER-I****PRELIMINARY**

1. **Short title and commencement.** - (1) These rules may be called the Public Examinations (Prevention of Unfair Means) Rules, 2024.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. **Definitions.**- (1) In these rules, unless the context otherwise requires:-

- (a) 'Act' means the Public Examinations (Prevention of Unfair Means) Act, 2024 (1 of 2024);
- (b) "centre coordinator" means a representative of the public examination authority deputed at public examination centre for coordination of activities of different service providers and public examination authority; and for overseeing the compliance of all norms or standards and guidelines notified for conduct of public examinations;
- (c) "guidelines" means the guidelines notified by the Central Government from time to time;
- (d) "norms or standards" means set of mandatory requirements with regard to the conduct of public examinations, as notified by the Central Government, from time to time;
- (e) "Regional Officer" means an officer-in-charge, not below the rank of Deputy Secretary to the Government, designated for the region, by the public examination authority;
- (f) "venue-in-charge" means a person nominated by the examination conducting service provider to supervise, coordinate and manage the activities of different service providers and to ensure that the norms or standards and the guidelines notified for conduct of public examination are complied with.

(2) Words and expressions used herein but not defined and defined under any other law for the time being in force, shall have the same meaning as assigned to them in those Acts.

**CHAPTER II****ENGAGEMENT OF SERVICES OF OTHER GOVERNMENT AGENCIES BY THE PUBLIC EXAMINATION AUTHORITY**

3. **Engagement of services of other government agencies by public examination authority.**- (1) When a public examination authority engages the services of another public examination authority for conduct of public examination, the latter public examination authority shall not be covered under the definition of 'service provider':

(2) The schools, educational institutions and other premises owned or controlled by the Central Government or State Government, Public Sector Undertakings, autonomous bodies and other Government Organisations shall not be covered under the definition of 'service provider'.

(3) If it is established that the staff (including contractual staff) of the institutions referred to in sub rule (2) resorts to unfair means or commits an offence, he shall be dealt with in accordance with the relevant provisions of the Act.

**CHAPTER-III****COMPUTER BASED TEST**

4. **Computer Based Test.**- (1) The computer based test includes activities, such as registration of candidates, allocation of centres, issue of admit cards, opening and distribution of question papers at public examination centres, evaluation and final recommendations.

(2) The opening and distribution of question papers, in relation to computer based test means downloading the question paper from the main server to the local server in the public examination centre, as authorized by the public examination authority, uploading and digitally transferring the question papers from the local server to individual computers authorised for the candidates in the concerned public examination centres.

## CHAPTER-IV

### NORMS, STANDARDS AND GUIDELINES FOR THE COMPUTER BASED TEST

5. **Preparations of norms, standards and guidelines.-** (1) The National Recruitment Agency, on behalf of the Central Government, shall in consultation with the stakeholders, prepare norms, standards and guidelines for the computer based test mode of examination, which shall be notified by the Central Government.

(2) The norms, standards and guidelines shall cover physical and digital infrastructure and activities which include -

- (a) standard operating procedure for registration of public examination centres;
- (b) space requirement within the computer based test centres;
- (c) layout of the seating arrangement;
- (d) specifications and layout of computer nodes;
- (e) specifications for the server and network infrastructure;
- (f) specifications for electronic platform for conduct of computer based test;
- (g) pre-examination activities, such as pre-audit for the examination readiness of the public examination centres;
- (h) candidate check in, biometric registration, security and screening;
- (i) seat allocation;
- (j) question paper setting and loading;
- (k) invigilation in the examination;
- (l) post examination activities; checklist and declarations;
- (m) guidelines for providing scribes; and
- (n) any other activity associated with conduct of public examination.

## CHAPTER-V

### CENTRE COORDINATOR FOR PUBLIC EXAMINATION

6. The public examination authority may avail services of serving or retired employees of the Central Government, State Government, Public Sector Undertakings, Public Sector Banks, Government Universities, autonomous bodies and other Government Organisations for assigning duty as Centre Coordinator or any other public examination related duties.

## CHAPTER-VI

### REPORTING OF INCIDENTS OF UNFAIR MEANS OR OFFENCES

7. **Reporting of incidents of unfair means or offences.-** (1) If any incident of unfair means or offence in connection with the conduct of public examination occurs, the venue-in-charge shall prepare a report along with his findings in *Form 1*. The report in *Form 1* shall be sent to the Regional Officer through Centre Coordinator. If a *prima facie* case is made out for filing of First Information Report, the venue-in-charge shall take necessary action. Regional Officer may review the report received and cause appropriate action to be taken, which may include filing of First Information Report.

(2) In case, persons, below the level of Management or Board of Directors of the service provider, resort to unfair means or commit an offence or are involved in facilitating an offence, or fail to report the incident as per sub-section (2) of section 8 of the Act, the Centre Coordinator shall report the matter to the Regional Officer in *Form 2*. The Regional Officer shall enquire and if satisfied that representative of any service provider at examination center level is involved, he shall direct the Centre Coordinator to file the First Information Report. In case, the Regional Officer arrives at a conclusion that no First Information Report is required to be filed, he shall record reasons therefor.

(3) In case, the Regional Officer concludes that, *prima facie*, there is involvement of Management or Board of Directors of service provider, he shall report the details of the incident, enclosing his findings, along with *Form 2* to the public examination authority.

(4) The cases referred in sub-rule (3) shall be referred to a committee to be constituted by the public examination authority which shall examine the report of the Regional Officer and submit its findings to the public examination authority for appropriate decision.

(5) The committee referred to in sub-rule (4), shall comprise of a senior official from the public examination authority, an expert member to be nominated by the public examination authority and a member from the Ministry or Department (not below the rank of Director) to which the public examination authority reports.

(6) All incidents of unfair means or offence in connection with the conduct of public examination shall be reported to the public examination authority by Regional officer along with the details of action taken from time to time.

#### CHAPTER-VII

#### PROCEDURE TO BE FOLLOWED IN RESPECT OF PUBLIC SERVANT

8. **Procedure to be followed in respect of public servant.**— (1) The public examination authority, on receipt of report of Regional officer or otherwise, regarding the actions of a public servant deputed for conduct of public examination shall examine whether anything done in conduct of public examination by the public servant was in good faith as referred to in section 14 of the Act.

(2) A committee may be constituted by the public examination authority for the purpose of sub rule (1), which shall be headed by an officer not below the rank of Joint Secretary or equivalent and shall comprise of one senior officer from the public examination authority and an expert to be nominated by the public examination authority

(3) The Committee shall examine all relevant information and submit its finding to the public examination authority for appropriate action.

#### CHAPTER-VIII

#### MONITORING

9. Every public examination authority shall set up a mechanism for monitoring the implementation of provisions of the Act.

#### FORM -1

[See rule 7]

#### FORMAT FOR REPORTING OF UNFAIR MEANS OR OFFENCE BY VENUE IN CHARGE

##### PART 1: PRELIMINARY DETAILS

1. Name of public examination authority
2. Details of public examination (including date and location of centre):
3. Name and identity of complainant  
(Attach copy of identity proof)
4. Date and place of occurrence of unfair means or offence:

##### PART 2: DETAILS OF UNFAIR MEANS OR OFFENCE

1. Details of unfair means or offence
2. Details of persons involved:

##### PART 3: MATERIAL (EVIDENCES) AVAILABLE

Copy of complaint, other documents, evidence or any other relevant material available with reference to the unfair means or offence

##### PART 4: PARTICULARS OF WITNESSES

Details (Name, address, contact details and identity proof)

##### PART 5: FINDINGS

1. Whether filing of First Information Report is required and reasons thereof
2. Any other recommendation/ remark
3. Date and time of sending the report to the Centre Coordinator

(Signature)

Name and complete details of Venue-In-Charge

**FORM -2**

[See rule 7]

**FORMAT FOR USE BY CENTRE COORDINATOR FOR REPORTING OF UNFAIR MEANS OR OFFENCE IN CASE SERVICE PROVIDER OR A PUBLIC SERVANT IS INVOLVED****PART 1: PRELIMINARY DETAILS**

1. Name of public examination authority
2. Details of public examination (including date and location of centre)
3. Details of service provider
4. Name and identity of complainant (*Attach copy of Identity proof*)

**PART 2: DETAILS OF UNFAIR MEANS OR OFFENCE**

1. Name of person(s) of service provider involved
2. Name of the public servant(s) involved
3. Details of unfair means or offence

**PART 3: MATERIAL (EVIDENCES) AVAILABLE**

Copy of complaint, documents, evidence or any other material available with reference to unfair means or offence

**PART 4: PARTICULARS OF WITNESSES**

Details (Name, address, contact details and identity proof)

**PART 5: RECOMMENDATION FOR REGIONAL OFFICER**

(Signature)

Name and full details of Centre Coordinator

(Date and time of sending report to Regional Officer)

[F.No. 39020/12/2023-PP(B.I)]

MANOJ KUMAR DWIVEDI, Addl. Secy.