

CONFIDENTIAL



आयकर निदेशालय (परीक्षा एवं राजभाषा)
DIRECTORATE OF INCOME TAX (EXAM & OL)

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

पाँचवी मंजिल, मयूर भवन, कनाट सर्कस, नई दिल्ली - 110001

5th Floor, Mayur Bhawan, Connaught Circus, New Delhi - 110001

F. No. DE-2020/Notification/ADG/177

Dated : 04.09.2020

To,

All Pr. CCsIT/CCsIT/Pr. CsIT/CsIT
(In-charge of Examination)

Madam/Sir

Sub:- Guidelines / Instructions for Departmental Examination - 2020 - reg.

Kindly refer to the above.

2. It may be recalled that Departmental Examination - 2020 are commencing from 5th October, 2020. In this connection kindly find enclosed Guidelines/Instructions for conduct of Departmental Examination.
3. The above Instructions are to be strictly compiled for the conduct of all Departmental Examinations to be held in 2020.
4. It may also be noted that in view of the prevailing situation due to COVID-19, proper physical distance, use of masks and sanitizer as per advisory issued by DOPT/Ministry of Health & Family Welfare from time to time in the matter should be followed strictly.
5. The seating plan should be planned keeping in view of physical distancing. Minimum distance between two candidates should be 2 meters.
6. Instructions for conduct of Examination issued by Ministry of Human Resources Development, Department of Higher Education Vide F. No. 16-16/2020-U1A dated 06.07.2020 is enclosed for ready reference to be followed, to the extent of health precautions in view of Covid-19 only.

Yours faithfully,

Encl. : As above.

(Dr. Dheeraj Jain)
Joint Director of Income Tax (Exam.)
New Delhi

F. No. E. G. (20)(6)/2010/DIT/ dated 04/09/2020

Directorate of Income- Tax (Exam & OL)

New Delhi

GUIDELINES/INSTRUCTIONS FOR THE CONDUCT OF DEPARTMENTAL EXAMINATIONS

(In supersession of Directorate's earlier Instructions F. No. EG (20)(6)/84/DIT dated 05.09.1984)

A. GUIDELINES FOR COMMISSIONERS OF INCOME TAX INCHARGE OF

EXAMINATIONS/ADMINISTRATIVE COMMISSIONERS.

- 1.1 In Metropolitan cities like Bombay, Calcutta, Delhi, Madras and Ahmedabad, the Principal Chief Commissioners are very busy in their office work. As such, they find little time for Departmental Examinations. Therefore, the Principal Chief Commissioner(s) should entrust examination work to some other suitable local senior officer of the rank of Commissioner or above, who can devote time and attention to such work.
- 1.2 The officer(s) concerned may ensure that the proper and suitable hall for conducting the Examination is arranged in the state public service commission Examination halls or any other suitable place specifically meant for such purpose. **The addresses and telephone number of all such halls hired in the past may be kept handy for reference and immediate contact.**
- 1.3 The Pr. CIT/CIT Incharge of Examinations should hold meeting with the Chief Invigilator/Invigilators well before the commencement of the Examination and a copy of the instructions meant for Chief Invigilators/ Invigilators should be supplied to each of the officials in the meeting and their signatures obtained. The name of such Chief Invigilators/Invigilators should be intimated to the ADG (Exam. & OL) immediately after such meeting. It should be impressed upon such officials that they must strictly adhere to the Instructions and any laxity on their part shall make such officials liable for appropriate action.
- 1.4 Due care should be taken for deploying officials on Invigilation duty. The Pr CIT/CIT Incharge of Examinations should ensure that to the extent possible only Addl. CIT/JCIT and ACIT/DCIT and other officers/staff are deployed for such duty.

- 1.5 The Chief Invigilator and the Invigilators should not be rotated on daily basis but the same Chief Invigilators should be asked to do examination duty for all the papers of one examination, i.e. for Income Tax Inspectors and Income Tax Officer Group 'B' or Ministerial Staff. However, the Chief Invigilator should daily rotate these Invigilators from one room to the other.
- 1.6 The seating plan should be drawn up by Pr. CIT/CIT Incharge of Examination and made available to the Chief Invigilators. The Chief Invigilator/Invigilators should ensure that candidates are made to sit strictly in accordance with the seating plans and under no circumstances they should be allowed any change of seats.
- 1.7 In Metropolitan cities and centres where there are large number of lady candidates, adequate number of lady invigilators be deployed for invigilation duty.
- 1.8 The OMR answer books, loose continuation sheets should bear the Stamp of the office of the Pr. CIT/CIT (Incharge of Examination). It should also be ensured that all the required materials including permissible books etc. for holding the examination are delivered to the Chief Invigilator well-in-time. **In no case the OMR answer books should be punched, tagged, folded or stapled.**
- 1.9 The question paper should normally remain in the custody of the Pr. CIT/CIT (Incharge of Examination) and if there is no Pr. CIT/CIT posted in particular centre located in far-flung areas from CITs Head-Quarter, the question papers should be made available to the Chief Invigilator well-in time. It should also be ensured that no under circumstances the question papers are be in the custody of Addl/Jt. CIT (Hqrs.) or Range Addl./Jt. CIT where the Chief Commissioner/Commissioner of Income Tax Incharge of Examination is available.
- 1.10 The sealed covers containing the question papers will be opened by the Pr. CIT/CIT concerned wherever s(he) can be personally present in the presence of the Chief Invigilator/Invigilators. At place where the Pr. CIT/CIT is not personally present, the sealed covers will be opened by the Chief Invigilator in the presence of other Invigilators. Before opening the sealed covers containing question papers, the Chief Invigilators/Invigilators should properly check that such covers are intact and are not tampered with. A certificate to this effect may also be recorded by the Pr. CIT/CIT /Chief Invigilator and it should bear signature of Pr. CIT/CIT /Chief Invigilators/Invigilators in whose presence sealed covers containing the question papers are opened.
- 1.11 As mentioned in subsequent para 2.16 the Chief Invigilator will seal undistributed question papers in cloth cover and paper envelope and mark on the envelope the tally of total question papers received, distributed and balance. This should be done immediately after the time allowed for entry of candidates into the Hall, stipulated in Rule 2.6 below, expires. The date

and time of the such sealing should also be indicated. These envelopes are to be deposited with Pr. CIT/CIT Incharge of examinations who may at random test check some of the envelopes with a view to ensure that all question papers are properly accounted for.

- 1.12 The Pr. CIT/CIT Incharge of Examination should carry out surprise checks during the course of examination so as to ensure that there is no laxity on the part of Chief Invigilator/Invigilators.
- 1.13 As suggested in subsequent para 2.27 of Instructions it will be the responsibility of the Chief Invigilator to seal the answer books in the presence of Invigilators and dispatch those to the ADG (Exam. & OL) immediately after the close of the paper i.e. on the same day. The sealed covers containing the answer books should invariably be signed by the Chief Invigilator and Invigilators in whose presence such answer books are sealed. Alongwith the signature, the date and time when the covers were sealed should also be indicated on the sealed cover. Where due to some reasons such as lack of postal facilities for dispatch on the same day and if the Pr. CIT/CIT (Incharge of Examination) is located at the same place, the Chief Invigilators should seal the answer books in the presence of Invigilators after the close of the paper and hand-over the sealed bundle to the Pr. CIT/CIT (Incharge of Examination) immediately on the same day. In no case answer books should be retained in the custody of Chief Invigilator at such station. In case answer books have not been dispatched on the same day, a certificate to this effect may be recorded by the Chief Invigilator and Invigilators in whose presence answer books were sealed.
- 1.14 Entire examination process is to be monitored compulsorily through CCTV. A copy of the recording of CCTV of each question paper must be sent to the Directorate of Income Tax (IT) alongwith answer sheets with the original being preserved by the Pr. CIT/CIT (Exam).

B. INSTRUCTIONS FOR THE CHIEF INVIGILATORS/INVIGILATORS

- | | | |
|--|-----|--|
| List of Staff in
<u>Examination</u> | 2.1 | The Chief Invigilators will prepare a list of all persons acting as Invigilators and obtain their signatures against their names in the said list. He will also prepare a list of all other persons such as Supervisions, Clerks, Daftries etc. if any, who are permitted entry inside the examination hall for rendering assistance. It should be ensured that the minimum number of staff members are deployed for examination duty. The list of staff members deployed for examination duty should also be supplied to the Chief Invigilators on duty so as to check entry of unauthorized persons. |
|--|-----|--|

Seating Plan

2.2

The seating plan will be prepared by the Pr. CIT/CIT Incharge of Examinations and made available to the Chief Invigilators. The candidates must be seated at a reasonable distance from one another and in such a way that in a row 6 or 10 or 14 candidates or in this order only (as suggested below) are seated so that no one around a candidate gets the same set. It shall be the responsibility of the Invigilators/ Chief Invigilator to ensure that such seating plan are strictly Adhered to and candidates are not allowed to sit in the manner as they like

Suggested Seating Plan for objective type papers of the New Pattern

Column:

1		2		3		4		5		6	
A		C		A		C		A		C	
B		D		B		D		B		D	
C		A		C		A		C		A	
D		B		D		B		D		B	
A		C		A		C		A		C	
B		D		B		D		B		D	

Deployment of Invigilators

2.3

The Chief Invigilator will allot particular columns of seats to each Invigilator by name for the purpose of invigilation and it should be ensured that the Invigilators remain present inside the room allotted to them. The Invigilators are expected to roam around their allotted columns/ rows with a tolerable frequency. The chief Invigilator should also visit the various rows at regular intervals so as to ensure that there is no laxity on the part of Invigilators.

2.4

As already suggested in para 1.5 of the guidelines for Pr. CsIT/CsIT, the Chief Invigilators/ Invigilators should not be rotated on daily basis but the same Chief Invigilator should be asked to do examination duty for all the papers of one

examination i.e. the ITI or ITO Gr. 'B' etc. However, the Chief Invigilator should daily rotate these Invigilators from one room to another.

- | | | |
|---|-----|---|
| <u>Materials</u> | 2.5 | The OMR /subjective type answer books, loose continuation sheets should bear the stamp of the office of the Pr. CIT/CIT concerned and should be initialized by the Chief Invigilators individually before issuing them to the candidates. In no case the OMR answer sheets should be stapled, punched, folded or tagged. Signatures and stamp should be put carefully and only in the space provided in the OMR sheets. |
| <u>Admission & Announcement</u> | 2.6 | The candidate shall be admitted to the Examination hall thirty (30) minutes before the scheduled time of Examination. Thereafter, the instruction printed on the top of the Answer Books / Question paper should be announced / read over to the candidates and they may also be informed that they have the option to answer all the paper in English or in Hindi. |
| <u>Permissible book etc.</u> | 2.7 | No electronic device like mobile / pen drive/ blue tooth etc. is permitted in the examination hall/room. It must be ensured that candidates do not carry any book, notepad or any other material. Only authorized books (Bare Acts, Rules) are permitted in the examination centre only in those Question Papers which permit their use. Sufficient number of authorized books (Bare Acts, Rules) are to be arranged by the Chief Invigilators/Invigilators at the examination centre for such question papers. A suitable store room may be arranged at the main gate of the centre to keep the electronic devices/books of the candidates safely and the same may be returned after exam. |
| <u>Precaution by Chief Invigilators</u> | 2.8 | The Chief Invigilator will check the washroom/toilets before the <u>commencement of the examination so as to examine that no Books/Note books and other unauthorized material are stored /kept inside the bath – rooms</u> . It must be ensured that no Candidate takes among Question Paper with him while going washroom/toilets. |

		2.9	No candidate shall be permitted to leave the Examination Hall till the examination is over , except for any emergent circumstances or for any others urgent reasons. Such permission should be granted only to one candidate at a time with adequate safeguards against malpractices outside the examination Hall like bathroom / toilet etc.. If any candidate is allowed such a permission, he should not be allowed to take the question paper with himself.
<u>Attendance</u>		2.10	Each candidate shall be required to mark his presence in the attendance Sheet (in Duplicate) by putting his full signature against his name. Those candidate who fail to appear within the first five (5) minutes, should not be allowed to enter the examination hall and be marked absent in the attendance sheet. The attendance sheet should be signed by the Invigilators and counter signed by the Chief Invigilator and handed over/faxed/communicated to CIT(I/E) within 15 minutes of the start of the Examination.
Writing of Correct Roll Numbers/ paper set		2.11	The Chief Invigilators should instruct the candidates to check up the roll Numbers written by them on their answer books is the same as assigned to them and warn them that the failure to write the correct roll Nos. may entail loss of credit for the paper and that any representation made for correcting the Roll Numbers after the examination will not be entertained. Similarly filling up of wrong paper set on OMR Sheet might lead to awarding of less marks resulting into failure in that paper. Also there should not be any mismatch between filling up of paper set column and bubble given below the column as it would lead to evaluation by the wrong set key.
		2.12	While obtaining the signatures of the candidates on the sheet, Invigilators on duty should check that the candidates have correctly filled up the proforma on the top page of answer book and has also written the correct Roll No. and paper set in the respective column and bubbles on OMR sheet.
<u>Security</u>		2.13	<u>The question papers should remain in the custody of the Pr.</u>

CIT/CIT Incharge of Examinations. As suggested in paras 1.9 and 1.10 the question paper should in no circumstances be left in the custody of Jt./Addl. CIT Headquarters or Range Jt./Addl. CIT where the Pr. CCIT/CCIT/Pr. CIT/CIT (Incharge of Examinations) is available. The sealed covers containing the question papers will be opened in the examination Hall not before 15 minutes before the time schedule for the commencement of the Examination in concerned subject.

- 2.14 As already suggested in the guideline for the Pr. CsIT/CsIT the sealed covers containing the question papers will be opened by the Pr. CIT/CIT, wherever he can be personally present in the presence of the Chief Invigilator. At places where the Pr. CIT/ CIT is not personally present, the sealed covers will be opened by Chief Invigilator in the presence of other Invigilators. Before opening the sealed covers containing, question papers, the Chief Invigilator/Invigilators should properly check that such covers are intact and are not tampered with. A certificate to this effect may also be recorded to bear the signature of Chief Invigilator/Invigilators in whose presence sealed covers containing the question papers are opened. (vide para 1.10)
- 2.15 The Chief Invigilator will check, before opening the sealed covers that these have not been tempered with. He will count the number of question papers before distribution and tally it with the particulars given on the sealed cover, if any discrepancy or mistake is noticed, it should be immediately brought to the notice of the Pr. CIT/CIT and the ADG (Exam. & OL), All undistributed question papers should remain in the personal custody of the Chief Invigilator and nobody also should have an access to the question papers.
- 2.16 Unused Question papers should not be returned to this Directorate. These should be returned to the Pr. CIT/CIT Incharge to be retained in their custody.
- 2.17 It shall be the responsibility of the Invigilators on duty to ensure that the question papers distributed to the candidates remain

with the candidates only throughout the duration of examination and those should not be passed on to other candidates/person both inside and outside the examination hall. To comply with this, the candidates should be asked to fill the roll no. on the top of the question paper.

2.18 The answer (s) book(s) and loose continuation sheets supplied to the candidates should, in no case, be allowed to be taken out of the examination hall by them even if it is blank and not used by them. If a supplementary answer book, continuation sheet supplied to a candidate is not used by him and is blank, it should be got tagged on securely to the main answer book which will be taken possession by the Invigilator at the end of the examination. Stapling machine should not be used for this purpose.

2.19 If any candidate needs to go to the toilet, he/she should be properly escorted, and it should be seen that he/she does not stay in the toilet for unusually long period. As far as possible only one candidate at a time should be allowed to go to the toilet.

2.20 Invigilator will not leave the examination hall during the course of the examination. If it does become necessary for him/her to go out of the examination hall(s), he should do so after informing the Chief Invigilator and after another person duly authorized by the Chief Invigilator, who should keep record of the period of absence of the Invigilator and the name of the substitute Invigilator, for report to the Pr. CIT/CIT.

2.21 The Chief Invigilator/Invigilators should strictly check and ensure that no candidates use any unfair means in the examination. One of the important functions of the Invigilating staff is to prevent and detect the use of unfair means by the candidates e.g.

i. Communicating or attempting to communicate with any other candidate or any other persons inside or outside the examination hall with a view to obtaining or passing on any information concerning the Question paper;

ii. Being in possession of any book, notes or other paper

which is not authorized / permitted to be used by him in the examination hall;

- iii. Copying or attempting to copy from the answer book of any other candidate or any other person for answering any question;
- iv. Obtaining or attempting to obtain any help from any other candidate, or any other person for answering any question.

2.22 The candidates found using unfair means should not only be debarred from appearing in the Departmental Examination but in appropriate cases should also be punished by initiating disciplinary proceedings. In fact, such candidates are also liable for criminal prosecution. Just before the commencement of the Examination, the Chief Invigilator should clearly announce to the candidates that they will be liable for such action if found using unfair means.

2.23 As and when any candidate is noticed to be using any unfair means as mentioned in para 2.32 or is believed to have used any unfair means, the invigilator shall immediately make a report to the Chief Invigilator. The Chief Invigilator will make on-the-spot enquiry recording the statements of candidates concerned, the Invigilator as also of all other persons concerned including the witness. He will also impound the concerned answer book or any other relevant book, notes or paper and place marks of identification thereon and seal the materials impounded. He should put his signature on the sealed packet and also obtain thereon signature of the candidates as also the Invigilator in whose presence the documents are impounded and sealed. He should then submit to the Pr. CIT/CIT, a detailed report together with the evidence collected as also the impounded documents. A copy of the report should also be immediately endorsed (i.e. on the same day of incident) to the ADG (Exam. & OL), in the cases of Departmental Examinations for ITOs (Both Group 'A' & 'B' and for Inspectors). The candidate(s) may, however, be allowed to

continue with the Examination, if they do desire and for this purpose, they may be supplied with fresh answer books for awarding marks to the remaining questions.

- 2.24 The candidates should be informed 15 minutes before the end of the time scheduled for Examination to prepare to return their answer books/OMR Sheets.
- 2.25 The answer books/OMR sheets collected should be counted and it should be checked that their number agrees with the total number of candidates present for the examination.
- 2.26 The answer books written in Hindi and English should be separately kept in two bundles.
- 2.27 2.27 Immediately after the completion of the Examination of a particular subject, the answer books, tied in two lots of Hindi and English, on the OMR sheets should be first put in sealed covers of the convenient size and the following details written on the sealed cover(s) over the signatures of the Chief Invigilator:-
- (i) Name of the Examination, subject and Date.
 - (ii) Name of the Examination centre.
 - (iii) Number of answer books in the cover.
- 2.28 As already suggested in para 1.12, the Chief Invigilator on examination duty should be fully responsible for sealing the answer books/OMR sheets in the presence of Invigilators on duty immediately after the time for question paper is over and he should dispatch the answer books to the Directorate on the same day. In case, for some reasons-such as lack of postal facilities for dispatch on the same day, the Chief Invigilator should seal the answer books after the close of the paper and hand over the bundle to the Pr. CIT/CIT Incharge of exams, on the same day provided the Pr. CIT/CIT Incharge of Examination is located at the same place. The answer books in no case be retained in the custody of the Chief Invigilator/Invigilators. All the answer books should be invariably signed by the Chief Invigilators and

Invigilator in whose presence such answer books are sealed and the time and date of sealing the answer books should also be indicated on the top.

2.29 The above sealed covers containing the answer books /OMR sheets should be put in another sealed cloth parcel (not in cloth lined envelope) and be dispatched the same day immediately after the end of the examination by insured post parcel by name to the Addl. DIT(Exam), O/o the Director of Income Tax (Exam), Room No. 509, 5th Floor Mayur Bhawan Connaught Place New Delhi-110001 in respect of the following examinations

- (i) Departmental Examination for ITOs Group 'B'
- (ii) Departmental Examination for Inspectors.

In the case of Examination centres at Delhi/New Delhi, these may be delivered on the same day in sealed packets personally by the Chief Invigilator to the Addl. DIT (Exams).

2.30 The parcel containing the answer books should also contain the following statements /lists:-

I. Two copies of the seating plan for the particular paper indicating, inter alia, the actual positioning of the Chief Invigilator, Invigilators and the Roll Numbers of all the candidates/candidate absent to marked 'A' (Not Cross) and the candidate who had already secured exemption from reappearing in the subject, should be marked 'E'. The seating plan should be signed by the Chief Invigilator/Invigilators.

II. Statement showing:-

- a) Total number of candidates allotted Roll Numbers for the examination.
- b) Number of candidates present at the examination and their Roll Numbers.
- c) Number of candidates absent from the examination and their Roll Numbers.

d) Number of candidates exempted from appearing in the particular subject.

e) Number of answer books delivered / dispatched.

III. A copy of Videography of examination centre in the form of CD/Pendrive.

2.31 Immediately after the dispatch of the answer books, whether sent by post or delivered personally to the Addl.DIT(Exams.), a letter giving the following particulars should also be sent to the Addl.DIT(Exams) by Registered post:-

I. Name of the Examination and subject.

II. Date of the Examination.

III. Number of Answer books/ OMR Sheets sent.

IV. Insured post parcel No.

V. Name of the post office from where dispatched.

VI. Date of dispatch.

VII. Specimen of seal used in sealing the parcel.

2.32 As suggested in para 2.23 if any candidate is found using unfair means, necessary action on the lines suggested in the aforesaid para and submit a detailed report to the Pr. CIT/CIT (Incharge of Examination) together with evidences collected and also impounded documents. A copy of such report should also be immediately sent to the Addl. DIT (Exams), by name, in a separate sealed cover (i.e. not along with the other general answer books).

2.33 In the case of Examinations other than those mentioned in para 2.28 the sealed cover containing the answer books should be delivered/dispatched to the Pr. CIT/CIT (Incharge of Examination). If the answer books are to be dispatched by post, these should be placed in another sealed cloth cover and sent by insured post parcel.

2.34 Immediately after each paper of the Examination the Chief Invigilator should also send to the Pr. CIT/CIT concerned the following:-

I. Copies of the seating plan and the statements (a) to (d) – vide item 2.30 (i) & (ii)

II. Copy of letter to the Addl. DIT (Exam) vide item 2.31.

III. List of the Invigilators and other persons actually deployed for examination duty.

IV. Account of question paper received, distributed to the candidates and the balance returned to CIT.

V. Account of blank answer books received, distributed to the candidates and the balance returned to CIT.

VI. One copy of the attendance sheet referred to in para 2.10.

F. No. 16-16/2020-U1A
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
Date the 6th July, 2020

OFFICE MEMORANDUM

Subject: Instructions for conduct of examination –regarding.

A large number of examinations of the Universities, IIT-JEE (Mains & Advance), NEET etc are scheduled to be held in the coming months. In order to ensure safety of the examinees, as also their academic interest, the following action may be taken.

1. Final Term Examinations should be compulsorily conducted as per UGC Guidelines on Examinations and Academic Calendar for the Universities dated 29.04.2020 which have been again resolved today i.e. 06th July, 2020.
2. All examination may be conducted by 30th September, 2020.
3. Taking into consideration the academic interest of large number of students, MHA has agreed to the request of MHRD and granted exemption for the opening of educational institutions for the purpose of holding examinations/ evaluation work for Final Term Examinations of the Universities/ Institutions.
4. MHRD has formulated detailed SOP for conduct of examinations with precautions to be taken in view of COVID – 19 situation. This has been vetted by the Ministry of Health and Family Welfare. A copy of the same is enclosed to ensure safety of all.
5. Previous instructions regarding "Work From Home" sent vide letter dated 30.06.2020 will not apply to the officers, faculty and non-Teaching Staff who are involved in Examination/Evaluation/Admission work.


6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

Encls: As above.

To

1. Prof. D. P. Singh, the Chairman, University Grants Commission, New Delhi.
2. Prof. Anil D. Sahasrabudhe, the Chairman, AICTE, New Delhi.
3. Shri Vineet Joshi, Director General, NTA, Noida, (UP).

Copy to: The Chief Secretaries/Secretary(Education) of States/UTs.

CC:

1. Shri Ajay Kumar Bhalla, Home Secretary, North Block, New Delhi.
2. Ms. Preeti Sudan, Secretary, M/o Health and Family Welfare, Nirman Bhawan, New Delhi.
3. PS to HRM.


6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

Guidelines for Conduct of Examinations

Background

Universities and other educational institutions across the country have been closed since 16th March, 2020, as one of the measures to contain the COVID-19 outbreak. In April, 2020, the University Grants Commission (UGC), has issued "*Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown*". In these guidelines it was proposed to hold the examination from July, 2020 onwards. The Guidelines provided various options for conduct of examinations to be decided finally by the University.

Presently, several universities have already conducted/planned the examinations in online/offline (pen & paper)/ blended (online + offline) mode.

Top ranking universities of the world have opted for the final exams to be done remotely. Like Princeton and MIT (USA); University of Cambridge, Imperial College of London (UK); University of Toronto and McMaster (Canada); University of Heidelberg (Germany); and University of Hong Kong have resorted to the online technology-based mode of examinations. International universities like National University of Singapore, University of Adelaide of Australia, Oxford University for Final Semester have scheduled their exams in take home format. Alternative form of assessment like Open Book, Term Paper, Continuous Assessment, Presentations, Assignments, time-limited exams have been preferred as a substitute for exam in select countries of Asia and Europe.

Rationale

In order to safeguard the larger interests of students related to their academic and career progression, particularly those who are in their terminal semester/final year, the institutions are required to chart out a plan for conduct of examinations in online/offline (pen & paper)/ blended (online + offline) mode, after making a comprehensive assessment of their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in different region/ state and all other such factors, to deal with any sort of exigency. The performance in examinations brings in scholarships and awards and translates into better job placement. This would not only give them more confidence and satisfaction, but also ensure merit and lifelong credibility.

Some Concerns

The higher educational institutions should address the following concerns:

1. The implementation of instructions and directives regarding safety and health issues by the central and state government departments.
2. Uncertainty among students regarding modes of teaching learning, completion of courses, examinations, evaluation, declaration of result, academic calendar, admissions, opening of institutions, etc.

3. Anxiety and stress developed during lockdown period and fear of COVID-19 after opening of campuses.
4. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, mask wearing, hand washing etc.
5. Preparation for risk assessment and subsequent actions which varies - whether the institution is fully residential, partially residential or non-residential. The higher risk and bigger challenge is faced by non-residential institutions where the students will leave daily and come back next day.
6. Besides students, the risk of serious illness due to COVID-19 is faced by the faculty, counsellors, and other technical and non-teaching staff who face the students regularly.

Standard Operating Procedure for conduct of Examinations

1. The Instructions, guidelines and orders issued by the central and state governments concerning the opening of educational institutions and safety and health should be abided by the universities and colleges. However, they may develop more stricter provisions and guidelines, if they find it necessary.
2. In case there is a restriction on movements in certain areas, admit/ identity cards issued to the students should be treated as a pass for the movement of students. State Governments should issue instructions to all local authorities to issue movement passes to invigilators and all personnel engaged in the conduct of examination.
3. Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
4. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
5. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly.
6. All liquid handwash bottles should be replenished in restrooms and entry gate whenever required.
7. Candidate Seating Area should be thoroughly sanitized (desk and the chair) after every session.
8. All the washrooms should be cleaned and disinfected.
9. All door handles, staircase railing, lift buttons, etc. should be disinfected.
10. Wheelchairs, if present at the examination centres, should be disinfected.
11. All the trash bins should be cleaned.
12. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
 - a. Exam functionary must submit self-declaration about health status.
 - b. Thermo gun temperature check must be done at staff entrance point.
 - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately.
 - d. Exam functionary needs to wear the mask and gloves at all time.
13. Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
14. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.

15. Downloading of 'Arogya Setu' App may be advised for every staff and student of the university and college.
16. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever possible, students should be given fresh face masks by the Invigilators in the examination room itself.
17. Avoid crowding at entry and exit points.
18. Opening all the gates, of entry and exit, in case HEIs have more than one gate.
19. Senior staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one only.
20. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured.
21. The Invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
22. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
23. Students having symptoms of fever, cough and cold should be either made to sit in a separate room or given a chance to appear on another day.
24. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
25. Keeping in view the physical distancing, institutions should have adequate rooms capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters. Sample seating plan is annexed.
26. Adequate arrangements for safe drinking water be made on the campus.
27. Adequate supply of water in toilets and for hand washing be ensured.
28. Dustbins must be cleaned and covered properly.
29. Proper sanitization of buses, other transport and official and vehicles of the institution.
30. At the end of the day-
 - a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall.
 - b. Safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority.
31. Maintain record of all exam functionaries
 - a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
 - b. Invigilator records are maintained in the system through staff verification processes.

Name and number of other staff such as Housekeeping, Security Guards, etc will be maintained.

SAMPLE SEATING PLAN

Col.1	Col.2	Col.3	Col.4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty

Time Table for Departmental Examination 2020 for ITO/ITI

S. No.	DAY/DATE	SUBJECT & TIME	
		1 st Session (ITO Exam.)	2 nd Session (ITI Exam.)
1.	Monday 05.10.2020	Paper-I Income Tax Law and Computation (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper-1 Income Tax Law and Computation (Without books) (Objective Type) 2:30 PM to 5:30 PM
2.	Tuesday 06.10.2020	Paper-2 Advanced Accountancy (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper-2 Book Keeping (Without books) (Objective Type) 2:30 PM to 4:30 PM
3.	Wednesday 07.10.2020	Paper-3 Allied Laws (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper-3 Allied Laws (Without books) (Objective Type) 2:30 PM to 4:30 PM
4.	Thursday 08.10.2020	Paper -5 Office Procedure (For Partially Qualified and Betterment candidates of Old Pattern only) (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper -4 Office Procedure (Without books) (Objective Type) 2:30 PM to 4:30 PM

5.	Friday 09.10.2020	Paper-4 Income Tax & Accountancy (Combined Practical) (With I.T Act & Rules) (Subjective Type) 10:30 AM to 1:30 PM	Paper-5 Hindi (Subjective Type) 2:30 Pm to 3:30 Pm & Paper-6 Examination of Accounts (For Partially Qualified and Betterment candidates of Old Pattern only) 3:30 PM to 5:30 PM
6.	Saturday 10.10.2020	Paper-6 Examination of Accounts & Language Test (For Partially Qualified and Betterment candidates of Old Pattern only) 10:30 AM to 1:30 PM & Language Test (Hindi Translation) 2:30 PM to 3:00 PM Part -II Language Test (Oral Test) 3:30 PM onwards	

Annex-I

Time Table for Departmental Examination 2020 for Ministerial Staff

S. No.	DAY/DATE	SUBJECT & TIME	
		1 st Session	2 nd Session
1.	Monday 12.10.2020	Paper-1 Precis & Drafting (without books) 10:30 AM to 12:30 PM	Paper- 2 Office Procedure (FRs,SRs,GFRs etc) (With books) 2:30 PM to 4:30 PM
2.	Tuesday 13.10.2020	PAPER – 3 Office Procedure (Income Tax) (Without books) 10:30 AM to 1:00 PM	Paper – 5 Hindi Test (Written) 2:00 PM to 3:00 PM & Reading and Conversation 3:00 PM to 3:30 PM
3.	Wednesday 14.10.2020	Paper -4 Practical Test 10:30 AM to 1:30 PM	
