



EAST COAST RAILWAY

मुख्य कार्मिक अधिकारी का कार्यालय/
Office of the Chief Personnel Officer

द्वितीय तल, - 751 017

Rail Sadan, IInd Floor, Bhubaneswar-751 017

स्थापना क्रमांक/ Estt. Srl. No. 170/2016

RBE-142/2016

Date: 12.12. 2016

पूतरे/कार्मिक/आर/ECOR/Pers/R/Selection-44

सेवा मे,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर

मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,

मु:कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,

व.का अधिकारी(नि)/भुवनेश्वर

महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,

महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

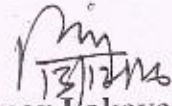
विषय /Sub: Consolidated Guidelines for personnel Officers, Paper Setters and Evaluators of Question Papers of written examinations held as part of 70% Selection/30% LDCE for promotion from Group 'C' to Group 'B' posts.

पूतरे के विषय क्रमांक/ECOR's Subject Serial No. EPS-20/2016

उपर्युक्त विषय पर बोर्ड पत्र सं E(GP)2015/2/8 दिनांक 28.11.2016 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्यवाई हेतु अग्रेषित है।

A copy of the Board's letter No. E(GP)2015/2/8 dated 28.11.2016 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,


(Prem Kumar Lakavath)
Dy.Chief Personnel Officer(IR&W)
For Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र, अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(मुख्या.), वकाधि(स्टाफ), वकाधि(राज. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.-1),सहा.कार्मिक अधि.(कल्याण),
- 6) सहा.कार्मिक अधि.(बिल), सहा.कार्मिक अधि.(भर्ती),

RB-2704
5/12/16
2

2941
5/12/16

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

CPU
5/12
RBE No:142/2016

18
No. E(GP)2015/2/8

The General Managers,
All Indian Railways and Production Units.

(Kind attn.: CPOs)

Sub: Consolidated Guidelines for Personnel Officers, Paper Setters & Evaluators of Question Papers of written examinations held as part of 70% Selection/30% LDCE for Promotion from Group 'C' to Group 'B' posts

A Committee was constituted to review the pattern of Selections held for promotion to Group 'B' posts on the Railways. One of the mandates given to the Committee was to review the instructions issued from time to time relating to evaluation of answer sheets. Accordingly, these instructions have been reviewed by the Committee and in supersession of all existing instructions issued on the subject including those contained in Board's letter no.E(GP)2001/2/32 dated 07/07/2014, it is advised that following guidelines may be kept in view while holding Selections/LDCEs for promotion to Group 'B' posts:

1. INSTRUCTIONS FOR THE PAPER SETTER:

(i) Objective type questions will include only Multiple Choice questions and numbering of indicative answers to these questions and replies to such answers by the candidates should invariably be given in Capital Letters only as per the illustration given below:

Question: Please name the capital of India

- Options: (A) Mumbai
(B) New Delhi
(C) Kolkatta
(D) Chennai

Correct Answer - (B)

(ii) Para 204.2 of IREM Vol-I:

The question paper for the written test should have a practical bias i.e. it should be designed to test the ability of candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge.

(iii) Para 204.3 of IREM Vol-I:

15 marks out of total of 150 marks for testing the professional ability should be set apart for questions on official language policy and official language rules. While the employees should be encouraged to attempt questions on official language policy and official language rules, the questions on official language should not be compulsory.

(iv) The question Paper setter must invariably provide, in sealed cover, to the Dy.CPO (G)/Dy.CAO (G) the following:

a) important points in respect of narrative type questions.

b) answer key for objective type questions.

Each page of (a) & (b) above should be signed by the Paper Setter.

2. INSTRUCTIONS FOR EVALUATORS:

- (i) Evaluating the answer sheets without the secret numbers is not allowed.
- (ii) Evaluating the answer sheets with the fly leaves is not allowed.
- (iii) Evaluation of answer-sheets where the candidate has written his name on the answer sheet or where he has made some distinguishing mark on the answer sheet is not allowed. Evaluation of answer sheets even where secret numbers are present but the candidate has written his name etc. in the other sheets of the answer book, is also not allowed. In case the candidate has violated any of these instructions, his/her answer-sheets are not to be evaluated.
- (iv) Proper and uniform evaluation of the answer sheets, especially for narrative type of answers should be ensured. In order to achieve this objective, the officer evaluating the answer sheets before starting the evaluation, should keep ready important points in respect of narrative type questions & answer key for objective type questions furnished by the Paper-setter and handed over to him by the Dy.CPO(G)/Dy.CAO(G) and then only evaluate the answer sheets with reference to these answers.
- (v) In both the objective type and narrative type answers, there should normally not be any over-writing/erasing of the marks awarded. However, **correction of marks awarded by the evaluator, if genuinely warranted, may be made by striking off**

the marks originally given and entering the fresh marks duly attesting the correction.

- (vi) If any candidate has answered questions in excess of the required number, the evaluating officer should ignore the answers given later as per sequence of attempting the same. However, if such questions stand evaluated, only the marks awarded against the requisite number of answers attempted first, should be included in the tabulation on the top sheet of the answer book and the later of the answers should be ignored.
- (vii) After evaluation of answers, there should be no failure on the part of the evaluating officer to tabulate the marks awarded for each question on the top sheet of the answer book. This type of tabulation will ensure that only the required number of questions that have been answered are evaluated and the evaluation of same question twice (if answered by the candidate) is avoided. **There has to be a careful effort on the part of the evaluating officer that erasing, cutting or over writing in totaling the marks granted to the candidates on the top sheet are avoided. However, if genuinely warranted, errors may be corrected by striking off the marks originally entered in the table and entering the correct marks duly attesting the correction.**
- (viii) **The evaluating officer is fully responsible for totaling of marks in the answer scripts and also ensuring the correctness of marks entered against each secret number. He will hand over the following to the Dy. CPO (G)/Dy. CAO(G) or in their absence to the officer nominated by the General Manager:**
 - (a) The evaluated answer sheets in a sealed cover and the important points & Answer key, in a separate sealed cover.
 - (b) The statement of marks after plotting the marks against respective secret numbers in a separate third sealed cover.

3. GENERAL INSTRUCTIONS:

- (i) **Para 204.5 of IREM Vol-I :** No moderation of the marks is permissible. No rounding off is permissible in marks for individual Answers for the questions. **However, total marks in decimal of 0.5 and more should be rounded off to next higher integer figure. Similarly, total marks in decimal of less than 0.5, should be rounded off to lower integer figure.**
- (ii) **Para 208.1 of IREM Vol-I:** The answer papers of the written examination as well as the mark sheets of viva-voce should be marked with indelible ink. Each answer book should carry a fly leaf, Tabulation Sheet for the Evaluator and Guidelines for the

Candidates. Both fly leaf as well as the answer book should be stamped and signed by the Gazetted Officer in charge of conduct of the examination. The employees should write their names and designations on the fly leaf only. After the answer books are received from the employees, the fly leaf should be removed and allotted a secret number which should also be simultaneously recorded on the corresponding answer book by Dy. CPO/G or Dy. CAO/G. The answer books should be sent to the examiner with secret numbers alone indicated on the answer books. The fly leaves removed from the answer books should be carefully preserved in a sealed cover, it being sealed by Dy.CPO(G)/Dy.CAO(G). This sealed envelope should be kept in the personal custody of the Dy.CPO(G)/Dy.CAO(G). In case of their non-availability, any other JAG/SG officer may be nominated by the General Manager.

(iii) The work relating to Hindi translation of the question papers and evaluation of answer sheets of the written examinations held as part of LDCE/Selections for promotion to Group 'B' posts should be entrusted to competent and experienced officials duly ensuring complete confidentiality.

(iv) Any distinguishing mark on the answer script would make the answer script invalid.

(v) Any delay in evaluation by more than one month should be brought to the notice of the PHOD/HOD by CPO. Delays of more than two months should be brought to the personal notice of the General Manager by CPO.

(vi) The answer sheets should be preserved in terms of instructions contained in Board's letter no.E(GP)2010/2/27 dated 23.08.2010 (Copy of RBE No. 125/2010 enclosed as Annexure-I) and destroyed thereafter as per the extant instructions.

vii) A copy of the Fly-leaf, Tabulation-Sheet and instructions for the candidates, constituting Top sheet of the Answer-sheets to be used for examinations held as part of Group 'B' Selections is enclosed as Annexure-II.

It is desired that the Question Paper Setter and the Evaluating officer should invariably be informed of the latest instructions on the subject.

Please acknowledge receipt.

DA: As above


(LILY PANDEYA)
DIRECTOR, ESTT.(GC)
RAILWAY BOARD

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RBE No.: 125/2010

No. E(GP)2010/2/27

New Delhi, dt:-23.08.2010

The General Managers,
All Indian Railways and Production Units.

Sub.: Retention period of evaluated Answer Sheets of written examination conducted for Departmental Promotions- Promotions to Group 'B' posts through 70% Selection/30% LDCE.

Ref: Railway Board's letter No. E(GP)81/2/69 dated 09.12.1981.

The matter regarding formulation of guidelines for retention period of evaluated answer sheets of written examinations held for promotions to Group 'B' posts through 70% Selection/30% LDCE has been considered by the Board, and it has been decided that the retention period for evaluated answer sheets of these written examinations should be as under:-

- i) One year from the date of publication of panel;
OR
- ii) Till panel exhausts;
OR
- iii) Till finalization of complaints/investigation/court cases against the Selection/Suitability Test, if any;

whichever of the above three is later.

2 Further, it may be ensured that vigilance clearance is obtained before the evaluated answer sheets are weeded out.

Please acknowledge receipt.

(B. MAJUMDAR)
DIRECTOR/ESTT.(GP)
RAILWAY BOARD

गोपनीय न./Secret Number

Fly-leaf

परीक्षा तिथि/Date of Examination _____

पद हेतु चयन/SELECTION FOR THE POST OF _____

प्रश्नपत्र-I, II(यदि लागू है)/Paper-I / II (If applicable) _____

ग्रेड रु./GRADE Rs. _____

विभाग/DEPARTMENT _____ खण्ड/DIVISION _____

कर्मचारी का नाम/NAME OF THE EMPLOYEE _____

जन्मतिथि/Date of Birth _____

पद/DESIGNATION _____

अ.नि.सं./टिकट सं./P.F.No./T.No. _____

कार्य स्थल /Place of Work _____

यदि अ.जा./अ.ज.जा./Whether SC/ST _____

हस्ताक्षर/SIGNATURE _____

Secret Number/गोपनीय न.

Signature/Designation of
Officer Incharge

प्रभारी अधिकारी का

पद नाम एव हस्ताक्षर

[illegible]

दिनांक
Date:

पदनाम
Designation

मूल्यांकन अधिकारी के हस्ताक्षर
Signature of Evaluator

रेलवे
Railway
विभागीय चयन के लिए उत्तर पुस्तिका
ANSWER BOOK
FOR
DEPARTMENTAL SELECTIONS
उम्मीदवारों के लिए महत्वपूर्ण अनुदेश
Important instructions for candidates

प्रश्न-पत्र हल करने से पहले उम्मीदवार को निम्नलिखित अनुदेशों को ध्यानपूर्वक अवश्य पढ़ लेना चाहिए।

Candidate must read the following instructions carefully before attempting the paper.

1. उम्मीदवार उपलब्ध कराए गए स्थान में अपने हाथ से विवरण लिखें और किसी अन्य स्थान पर इन विवरणों को न लिखें।
The candidates should fill the particulars in own handwriting in the space provided and should not write these particulars anywhere else.
2. फ्लाई लीफ के अलावा उत्तर पुस्तिका या अन्य पृष्ठों पर अपना नाम, रोल नं अथवा कोई और संकेत कहीं भी न लिखें अन्यथा उत्तर पुस्तिका का मूल्यांकन नहीं किया जाएगा।
Don't write your name or roll number or any other indication anywhere in the Answer Book or any loose sheet except fly leaf; otherwise the Answer Book will not be evaluated.
3. उत्तर पुस्तिका पर किसी भी प्रकार का विशिष्ट संकेत/निशान पाया गया तो उत्तर पुस्तिका का मूल्यांकन नहीं किया जाएगा।
Answer Book will not be taken up for evaluation, if any distinguishing marks are found anywhere in the answer book.
4. उत्तर पुस्तिका के दोनों पृष्ठों पर उत्तर लिखें एवं उत्तर समाप्त हो जाने पर बचे पृष्ठ को छोड़कर उत्तर पुस्तिका में कोई भी पृष्ठ खाली न छोड़ें।
Write on both sides of Answer Book and do not leave any pages unused except at the end of the answers.
5. उम्मीदवार नीले या काले रंग की स्याही वाले इंक पेन/बॉल पेन/स्केच पेन का ही प्रयोग करें। प्रश्नों के उत्तर उसी रंग के इंक से लिखें जिससे उत्तर पुस्तिका का फ्लाई लीफ/पहला पृष्ठ लिखा गया है। उम्मीदवार विभिन्न रंगों के स्केच पेन जैसे कि हरा, लाल, इत्यादि का प्रयोग शीर्षक लिखने तथा चित्र आदि बनाने के लिए न करें।
The candidate should use either blue or black ink pen/ball pen/sketch-pen. All the answers should be answered with the same colour of ink used for writing fly-leaf/first page of the answer book. The candidate should not use different colours of sketch-pen such as green, red, etc. for marking of the headings and drawing of diagrams etc.
6. खाली पृष्ठों को क्रॉस कर दें।
Cross the blank pages.
7. किसी प्रश्न का उत्तर एक से अधिक बार न दें। यदि कोई उम्मीदवार अपेक्षित प्रश्नों से अधिक उत्तर लिखता है तो पहले लिखे गए प्रश्नों में से केवल कुल अपेक्षित प्रश्नों के उत्तरों पर ही अंक प्रदान किया जाएगा अन्य उत्तरों पर विचार नहीं किया जाएगा।

Do not answer a question more than once. If any candidate has answered questions in excess of required number of questions, the marks awarded against requisite number of questions attempted first only will be included in Total Marks obtained & rest will be ignored.

8. प्रत्येक उत्तर के आरम्भ में बाईं ओर हाशिए में प्रश्न की सही संख्या लिखें।
Put the correct number of question on the left hand margin at the beginning of each answer.
9. बहुविकल्पिक प्रश्नों के उत्तर केवल बड़े अक्षरों में दिए जाए।
(उदाहरण के लिए (A), (B), (C), or (D))
The answers to the multiple choice questions should invariably be answered in Capital letters only. (For example (A), (B), (C), or (D))
10. उम्मीदवारों को परीक्षा हॉल में अपने पास मोबाइल फोन, या कोई अन्य कागजात आदि रखने की अनुमति नहीं है।
The candidates are not allowed to keep mobile phones, or any other documents/papers with them in the examination hall.
11. अनुचित साधनों का उपयोग करने पर अनुशासनिक कार्रवाई की जाएगी और उम्मीदवारों को चयन से वंचित भी किया जाएगा।
Disciplinary action will be initiated against candidates using unfair means. Further, such candidates will also be debarred from the selection.

(Signature of the Invigilator)

(Signature of the Candidate)