



**PROTOCOL DOCUMENT FOR CONDUCT OF COMPUTER BASED TEST**  
**For LDCE for promotion to Gr.B posts in Zonal Railways & PUs**  
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**I. DETAILS OF EXAMINATION:**

|  |                                  |                            |                         |
|--|----------------------------------|----------------------------|-------------------------|
| Total no. of eligible candidates = 18014 | Examination shifts and timings   |                            |                         |
| Date of CBT: <b>20/11/2022</b>           | <b>Milestone</b>                 | <b>Morning Shift</b>       | <b>Afternoon Shift</b>  |
| No. of Cities = <b>48</b>                | Exam timing                      | 09:30 Hrs.- 12:30 Hrs.     | 15:30 Hrs.– 18:30 Hrs.  |
| No. of Exam centres - <b>69</b>          | Duration of Exam                 | 3 hours                    | 3 hours                 |
|  | Candidate entry                  | 07:30 Hrs. – 08:45 Hrs.    | 13:30 Hrs. – 14:45 Hrs. |
|  | Posts for which CBT will be held | AOM, ACM, AMM<br>AME, ASTE | AFA, APO, AEE, AEN      |

For eligible PwBD candidates, Total 60 minutes compensatory time is permitted.

**Question Paper Pattern:**

- For **AFA** – There will be 175 questions (including 15 optional questions on official language) and the candidate has to answer any 150 questions
- For posts of **AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE** - There will be 175 questions out of which 150 questions to be answered. There will be three sections as per following distribution :
  - Part-A** : Professional Subject – 85 questions (To answer any 80)
  - Part -B** : GK including 15 optional questions on official language - 55 questions (To answer any 40)
  - Part- C** : Establishment and financial rules – 35 questions (To answer any 30)
- Each question carries 01 mark. Negative marking exists. One-third mark will be deducted for each wrong answer

**CBT Languages:** 02 languages (Hindi and English). The candidates can view the question paper in both the languages and answer the questions. For interpretation purpose, if any, English version will prevail.

**Post Examination:** Objection Tracker for raising any objection to the responses / answer keys will be live from **10.00 hrs of 23.11.22 to 17.00 hrs of 24.11.22**. Candidates can log-in to NAIR website [www.nair.indianrailways.gov.in](http://www.nair.indianrailways.gov.in) (under the caption **CBT for Gr. B LDCE-2022**) for the said purpose, if any.

## **II. TIMELINE FOR EXAMINATION:**

### **Morning Shift**

|                     |   |
|---------------------|---|
| 06:00 am.           | Site Supervisor, IT Manager, Support Staff Report to the examination center   |
| 06:30 am            | Agency Invigilators report to the examination center  |
| 09:00 AM            | Exam Player launching for assessment  |
| 07:30 am            | Railway observers and support staff report to examination center  |
| 07:30 am            | Candidate enters the examination premises   |
| 07:30 am – 08:45 am | Candidate document verification   |
| 07:30 am– 09:00 am  | Candidate biometric and photo capture   |
| 08:45 am            | Gate closes for the candidate   |
| 08:45 am - 9:20 am  | Invigilators take manual attendance from the candidates   |
| 08:45 am - 9:20 am  | Invigilators instruct the candidate about the login credentials, declaration & signature in running handwriting in the exam hall (not in Capital/Block Letters) and Left Thumb Impression (LTI) to be taken on E-call letter. |
| 09:15 am            | Candidates log in to read the instructions  |
| 09:25 am            | Exam Password to be shared with Site Supervisor for announcement in exam labs.  |
| 09:30 am            | Candidates log in to write the exam   |
| 09:30 – 11:00 am    | Documentation work by ECA and support staff   |
| 12.30 pm            | Candidates log out at the end of the exam   |
| 13.30 pm            | Eligible PwBD candidates, if any, log out at the end of the exam  |

### **Afternoon Shift**

|                     |  |
|---------------------|--|
| 12:00 Noon          | Center Owner, IT Manager, Support Staff Report to the examination center   |
| 12:30 pm            | Agency Invigilators report to the examination center   |
| 15:00 PM            | Exam Player launching for assessment   |
| 13:30 pm            | Railway observers and support staff report to examination center   |
| 13:30 pm            | Candidate enters the examination premises  |
| 13:30 – 14:45 pm    | Candidate document verification  |
| 13:30 – 15:00 pm    | Candidate biometric and photo capture  |
| 14:45 pm            | Gate closes for the candidate  |
| 14:45 pm – 15:20 pm | Invigilators take manual attendance from the candidates  |
| 14:45 pm – 15:20 pm | Invigilators instruct the candidate about the login credentials, declaration & signature in running handwriting in the exam hall (not in Capital/Block Letters) and Left Thumb Impression (LTI) to be taken. |
| 15:15 pm            | Candidates log in to read the instructions   |
| 15:25 pm            | Exam Password to be shared with Site Supervisor for announcement in exam labs.   |
| 15:30 pm            | Candidates log in to write the exam  |
| 15:30 – 17:00 pm    | Documentation work by ECA and support staff  |
| 18.30 pm            | Candidates log out at the end of the exam  |
| 19.30 pm            | Eligible PwBD candidates, if any, log out at the end of the exam   |

## **IMPORTANT INSTRUCTIONS**

### **1. REGARDING OFFICIALS OF Examination Conducting Agency (ECA)**

- a) The ECA would nominate **Centre In-charge (Site Supervisor)** from among the ECA officials for each CBT Examination Centre. The name and details (mobile no. and email id) of each nominated Centre In-charge (Site Supervisor) from ECA should be advised in advance to Nodal officer of Zonal Railways /PUs and NAIR so that Railway's Observer should have the details of agency officials.
- b) The ECA would nominate **Invigilators** for each CBT Examination Centre. ECA would provide the list of Invigilators with ID No. to Nodal officer of Zonal Railways /PUs and NAIR, in advance for further conveying to Railway Observer.
- c) During examination each staff deployed at Examination Centre will have Role Tag Badge displayed throughout the examination.
- d) Invigilators should be imparted sufficient training before their deployment by the agency, to conduct CBT examination and also in certain basic processes to conduct examination such as matching of face from photograph, taking Left Thumb Impression, signature in system generated attendance sheet, writing of paragraph by candidates in the Railway foil of call letters, prohibiting gadgets/stationery items, collection of half portion of call letters at the end of examination and handing over the candidate foil to the candidate, use of paper for rough work by candidates etc. **This necessitates a detailed checklist to be provided to them, explaining Dos & Don'ts and this should also be incorporated in "Instructions Booklet".**
- e) The Agency should provide a ministration/training for Railway Officers and staff, in consultation with Nodal officer of Zonal Railways /PUs and NAIR, in the Examination City or Centre before the examination.
- f) Provisions for 'No Relative Declaration' to be incorporated in the Instructions Booklet with clear definition of "No Relative", for invigilators of Agency as well for all Railway officials.

### **2. ENTRY POINT PROTOCOLS**

- a) The timeline for each shift should strictly be maintained by ECA. Any deviation from the same should be recorded and reported immediately, duly giving reasons for deviation.
- b) **No candidate should be allowed inside the Test Centre after the scheduled time.**
- c) ECA officials should be sensitized and instructed to handle the PwBD and Women candidates as per prevalent norms.
- d) The candidates with cough/fever etc. should be made to give examination in isolation under strict vigil.
- e) No candidate would be allowed to proceed to the examination centre with electronic devices like mobile phone, calculator, tab, iPad, Bluetooth devices, Ear plug, wrist watches etc.
- f) Family members / relatives / friend / guardian(s) of candidates are not allowed inside the examination Centre premises.

- g) At the entry point the Biometric attendance system should be provided with standby arrangements, to take care of any failure. In case the machines are not working, then clear guidelines/instructions should be incorporated in the Instructions Booklet and there should not be any ambiguity in conducting examination in case the Biometric System fails.
- h) **E-Call Letter is valid only with the following original documents:**
1. **System-generated E-Relieving Letter duly signed by controlling officer and recent photo duly pasted (Mandatory)**
  2. **Railway Employee ID card/ Aadhaar Card in original (Mandatory).**
- i) The E-Call letter, E-Relieving letter and prescribed valid photo ID are to be submitted for verification at the time of the entry to examination centre. ECA official will be present to check them. The valid photo ID proof should be in original.
- j) Candidates who are unable to produce these documents should not be allowed entry in the examination centre. The candidate for another examination centre should not be allowed entry.
- k) The candidate should be given **Relieving Letter issued by controlling officer of unit for each post**. A recent passport-size photo should be pasted and attested by concerned controlling officer/Supervisor in each copy of the **Relieving** letter.
- l) **Separate E-Relieving letters will be required for the candidates appearing in more than one post.**
- m) Candidates must also bring two colour photographs (of size 35mm x 35 mm) with clear front view of the candidate without cap and sunglasses. The photo should be checked against the actual identity of the candidate and only on finding the same as correct he/she should be allowed inside the Centre premises.
- n) **Only the documents mentioned above (E-Call Letter, Employee ID Card/ Aadhaar Card, Relieving letter and Photo in original) along with pen/pencil and a transparent water bottle should be carried by a candidate, inside the Examination Hall.**
- o) Candidates to proceed to their respective lab, post biometric, document check and photo capture.
- p) Regarding seating arrangements, the designated ECA officials should ask the candidates to check the notice board for seating arrangements and guide them towards the building / floor / lab, they are allocated to.
- q) **PwBD candidates are to be preferably allotted seats in PwBD friendly centers and floors, preferably ground floor of examination hall, if there is no availability of lift facility.**
- r) **Assistance of Scribe** - Candidates who have benchmark disability and suffering from Visually Impairment and those candidates whose writing speed is affected by Cerebral Palsy and having one arm can avail the assistance of Scribe for writing answers on their behalf during CBT. The candidate has to submit necessary documents about the scribe, such as Identity proof, Educational Qualification certificates at the centre. These documents should be forwarded to the Nodal officer of the concerned Railway/PU after CBT.

**One to one vigil needs to be ensured by ECA to avoid malpractices by the scribe and the candidate.** Any such malpractices noticed will be strictly looked into and to be brought to the notice of Railway observer.

**NOTE: In case of exceptions/deviations, ECA official should refer to Exception Handling Document and take appropriate undertakings from the candidates.**

### **3. ACTIVITIES IN TEST LAB : A, B & C**

#### **A. CHECKING THE IDENTITY AND DOCUMENTS**

- a) Guide the candidate to the pre-assigned node.
- b) Invigilator of ECA and Railway to check the identity of the candidate by checking the Id proof. This is the second check that is done and in case a candidate is not carrying the original documents as mentioned below, he / she should not be allowed inside the lab.
- c) **E-Call Letter is valid only with the following original IDs: Employee ID Card/ Aadhaar (Mandatory), E-Relieving letter** (wherein the photo of the candidate is affixed duly attested by controlling officer/Supervisor) **from controlling officer (Mandatory)**. The E-Call Letter is to be submitted for verification at the time of the test. ECA official will be present to check the E-Call Letter and prescribed photo ID proof. The valid photo ID proof should be in original.
- d) **Railway foil of E-call letter and E-Relieving letter should be submitted in the exam Center and Candidate Foil to be given to the candidate for future reference.**

#### **B. INSTRUCTIONS TO CANDIDATES & DOCUMENT WORK**

- a) The photograph of candidate shall appear on the exam screen throughout the test.
- b) Invigilator to read out instructions before the exam (15 minutes before the start).
- c) The invigilator to ask the candidates to write the declaration on the E-Call Letter in his presence. **It is to be ensured that the declaration is not prefilled.** At this time the declaration text should appear on the Computer Screen of candidates. The declaration is also available at sl.no.2 of E-call letter instructions. **Candidate has to write the Self-Declaration in running handwriting and not in BLOCK /CAPITAL letter.** Then, candidate and invigilator should sign in their respective fields.
- d) **In case the candidate has already written the Self-Declaration, but not in the presence of the invigilator,** then, the invigilator should ask the candidate to write the same Self-Declaration on the back of Railway Foil portion of the E-Call Letter, and sign just below it. Thereafter, the invigilator should write the following declaration and then provide own signature: "I certify that the candidate has written the declaration in my presence and I certify the resemblance of the candidate with the photo on call letter".  
**In such cases, both, candidate and invigilator should sign below both the Self-Declarations. Entry should be made in the Exception Report.**
- e) In case a candidate asks for rough sheets the same should be provided. Rough sheets provided to candidates should have name and Roll number of candidate using it, signature of invigilator and date of examination. (At end of exam, collect all rough sheets).
- f) Invigilator to collect the E-Call Letter and the copy of relieving letter of the appearing candidate. Also, Invigilator to have the attendance sheet signed and obtain LTI thereon within the first one hour of examination start time.
- g) Ensure that the candidate has pasted passport - size photograph at the earmarked space on the E-Call Letter both in the Railway foil and the candidate's foil.

- h) Thereafter, the invigilator should tear the “Candidate Foil” of the E-Call Letter and return it to the candidate. Retain only the “Railway Foil” of the E-Call Letter. Also collect the Railway portion of the E-Relieving letter and return the candidate’s foil to the candidate after signature by the Railway Observer. Arrange all of them in the Roll Number sequence Railway/PU wise. Also, attach Undertakings given by candidate, if any.
- i) No candidate to be allowed to move out of the examination lab once he enters the lab.
- j) Invigilator to ensure that E-Call Letters and other submitted documents match with the number of candidates appearing.
- k) Any Exceptions will be mentioned in the Exceptions Report.
- l) In case a candidate gets locked or there is system problem, the IT Manager will take necessary initiative at once to start the system.
- m) In case of a network problem or a LAN issue the invigilator / IT manager needs to contact the Centre Head and the same to be at once brought to notice of Railway official of the centre.
- n) If Railway observer does not turn up, examination proceedings will keep going on with ECA officials as per the schedule/protocol.
- o) Vigilance & RPF team will be visiting Centers. Their IDs are to be noted by ECA. The information asked for should be provided in consultation with the Nodal officer of Zonal Railways /PUs.
- p) Any untoward incident requiring Police intervention, will have to liaise with the police authorities and lodge FIR, if required.

**NOTE: In case of exceptions/deviations, ECA official should refer to Exception Handling Document and take appropriate undertakings from the candidates.**

### **C. POST EXAM PROCESSES:**

- a) The invigilator to handover i) lab-wise attendance sheets, ii) copy of Relieving letter of the appearing candidate, iii) Railway portion of E-Call Letter duly collected, tallied and **signed by designated Railway Official** for forwarding to Nodal officer of Zonal Railways /PUs through ECA.
- b) The ECA Centre Head to ascertain the total number of candidates who are taking the exam and accordingly check and match the E-Call Letter and other collected documents count against the number of candidates present.
- c) The ECA Centre Head to prepare the envelopes for Nodal officer of Zonal Railways /PUs.
- d) The ECA Centre Head should make copies of Exception Report, Incidence Report, Observer’s Report and Examination Report etc. The Centre Head and the Railway Observers should sign these reports before sealing them in envelopes.
- e) The attendance sheets, counterfoils of E-Call Letters along with undertakings of the candidate and other submitted documents, if any, and the reports mentioned shall then be handed over to Nodal officer of Zonal Railways /PUs in the envelope covers which are duly filled up.

- f) Once this is done and documents in the envelope are complete as per the check list printed on the envelope, the envelopes should be sealed, with signatures of Centre Head and Railway Observer across the flap and secure with the cellophane tape.
- g) Centre Head to count and collect such envelopes. These envelopes should be kept in safe custody.
- h) Thereafter the packet containing envelopes for Nodal officer of Zonal Railways /PUs shall be handed over to the nominated representative of the ECA who shall in turn hand this over to Nodal officer of Zonal Railways /PUs and take the acknowledgement.

#### **4. EXCEPTIONS DURING THE EXAM:**

- a) Candidates are not allowed to leave the Examination Centre in between the exam. Please have him/her placed in a separate room. In case of an emergency, please check with the observer and also inform the Command Centre.

The candidate system needs to be locked in case the candidate is moved to another room in case of an emergency or due to ill health.

A candidate is not allowed to take a bio-break. If he/she still wants to do so due to a medical problem, an exception report to be signed and he/she should be informed that the exam clock timer would continue and he would lose time. A form has to be filled in by the invigilator recording the time the candidate goes out and comes in from the allotted lab. The candidate has to keep his/her belongings (ID card, other document, etc) with the Invigilator. A volunteer has to escort the candidate to the washroom and back to lab. The belongings should be returned only after the candidate returns back to the exam room. Invigilator to ensure that such occurrences are immediately communicated to the Centre Head.

Types of malpractice cases are as follows:

- Found using a mobile phone or Bluetooth etc. or any other electronic gadgets such as MP3 player, Palmtop, Tablet PC, wristwatch etc. during the exam
- Copying answers written on Chits, Handkerchief or clothes, hand, palm etc body parts.
- Using books or any other study material
- Accessing internet or any other program on the exam PC
- Chatting with other candidates during the exam
- Manhandling Centre Head or any other venue staff assigned for exam
- Not following instructions of E-Call letter and NAIR website uploaded instructions
- Any other malpractice, as decided by officials and not covered in these guidelines

All candidates malpractiing are to be brought to the notice of the Observer and the Command Centre, and have an incident signed by the candidate as per format **U4**. Any untoward incident requiring Police intervention, Centre Head /ECA will have to liaise with the Railway Observer and police authorities and lodge FIR, if required. In all such cases, switch off the screen of the candidate PC and ask the candidate to come out of the test room. Ask the candidate to sign the Candidate Declaration form **U4**. (No force to be used. In case the candidate does not agree to sign, let him go. The system should be locked and exam will get auto submitted). If any copying material has been recovered, it has to be attached to the Declaration Form as evidence.

The details of the incident are to be entered in the Exception Report. If a candidate asks for water, he /she may be allowed from his/her own transparent drinking water bottle. No extra time shall be permissible.

## **Infrastructure Issues:**

In event of Power failure the examination will run on generator. If LAN connection in the test Centre breaks down, additional LAN switch available at all the test Centre (to be provided by ECA) will be used. The examination will be re-started and candidates will re-login and start appearing for the examination. There will be no loss of exam time for the candidates. In such instances, Centre Head of ECA to ask Nodal Officer of Railway/PU for extension of the time. Also log the details in incident register.

If ECA primary server goes down, the secondary server configured by ECA before the examination will be used and the examination can be restarted. One of the LISP machines will be used as a backup server.

If a Candidate Machine gets locked then unlock it. Log the details in incident register about machine lock.

In case of any failure of server/LAN which leads railway to cancel the examination, in one of the assigned centre of CBT, Exam Conducting Agency will remain solely responsible and has to re-schedule and re-conduct the same CBT without any additional charge.

## **Invigilator Issues:**

If a confirmed invigilator does not report at the test Centre at the stipulated time on the day of assessment backup invigilators would be asked to take charge instead of confirmed invigilator.

If the invigilator forgets to bring the photo identity proof required for the invigilator ID card then Invigilator ID card will not be issued without the proper photo identity card. Back-up Invigilators would be asked to take charge instead of the confirmed invigilator.

To ensure that the declaration on the E-Call Letter counterfoil is filled in the examination lab only in his/her presence and not pre - written.

Strict vigil to be ensured that candidate should maintain all Covid-19 protocols, if required, like wearing mask, frequent hand sanitisation and maintain social distancing. The same protocols are to be followed by Invigilators and Railway officers and staff too.



**This is optional**

Feedback is to be obtained regarding the examination from the candidates on following parameters:

| <b>Feedback</b>  | <b>Met expectations</b> | <b>Exceeded expectations</b> | <b>Improvement needed</b> | <b>Failed to meet expectations</b> |
|--|-------------------------|------------------------------|---------------------------|------------------------------------|
| How was your experience with the overall exam, support provided including usefulness of the mock test and access to exam related information , etc.? |                         |                              |                           |                                    |
| How was your experience in giving a digital exam on aspects such as navigating on the candidate console and ease of using the candidate console etc? |                         |                              |                           |                                    |
| Ease of Locating the Test Centre   |                         |                              |                           |                                    |
| Seating arrangement  |                         |                              |                           |                                    |
| Availability of basic facilities like water dispenser and rest rooms etc.  |                         |                              |                           |                                    |
| Exam node/ desktop quality   |                         |                              |                           |                                    |
| Behavior of staff and their knowledge and competency of conducting the exam.   |                         |                              |                           |                                    |
| How was your overall experience of taking up a digital exam?   |                         |                              |                           |                                    |

# National Academy of Indian Railways

## Examination Name: Centralised CBT for LDCE for promotion to Gr.B posts in Zonal Railways & PUs

### Duties of Railway Observers

|                       |   |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
|-----------------------|---|---------------------------|--------------------------|---------------------------|----------|----------|----------|-----------------------|--------------------------|---------------------------|----------|----------|----------|
| 1                     | He and his assisting staff shall carry the identity card as well as letter of nomination with them  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 2                     | They should reach the Exam Centre two hours before the start of examination   |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 3                     | The Observer and assisting Group C staff will have to give declaration before the exam that none of their near relatives are appearing in the exam at that centre.  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 4                     | <b>He shall oversee the processes related to the following: -</b>   |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| (a)                   | Verification of E-Call Letter, Relieving letter and original photo ID of candidate. Candidate's portion of the E- Call letter and the Relieving letter should be handed over to the candidate.  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| (b)                   | Checking by ECA to ensure no candidate is allowed to enter the exam hall with prohibited gadgets/stationary items.  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| (c)                   | Biometric registration by ECA   |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| (d)                   | Marking of attendance and left thumb impression by candidates on the attendance sheet and paragraph writing on the E-Call Letter in coordination with Centre Head of ECA.   |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| (e)                   | Smooth conduct of CBT   |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| (f)                   | Candidate reporting time and exam timings for <b>MORNING shift</b> are as under:<br><table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Reporting Time</b></td> <td style="text-align: center;"><b>Gate Closing Time</b></td> <td style="text-align: center;"><b>Exam Starting Time</b></td> </tr> <tr> <td style="text-align: center;">07.30 AM</td> <td style="text-align: center;">08.45 AM</td> <td style="text-align: center;">09.30 AM</td> </tr> </table> Candidate reporting time and exam timings for <b>AFTERNOON shift</b> are as under:<br><table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Reporting Time</b></td> <td style="text-align: center;"><b>Gate Closing Time</b></td> <td style="text-align: center;"><b>Exam Starting Time</b></td> </tr> <tr> <td style="text-align: center;">13.30 PM</td> <td style="text-align: center;">14.45 PM</td> <td style="text-align: center;">15.30 PM</td> </tr> </table> | <b>Reporting Time</b>     | <b>Gate Closing Time</b> | <b>Exam Starting Time</b> | 07.30 AM | 08.45 AM | 09.30 AM | <b>Reporting Time</b> | <b>Gate Closing Time</b> | <b>Exam Starting Time</b> | 13.30 PM | 14.45 PM | 15.30 PM |
| <b>Reporting Time</b> | <b>Gate Closing Time</b>  | <b>Exam Starting Time</b> |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 07.30 AM              | 08.45 AM  | 09.30 AM                  |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| <b>Reporting Time</b> | <b>Gate Closing Time</b>  | <b>Exam Starting Time</b> |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 13.30 PM              | 14.45 PM  | 15.30 PM                  |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| (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)                   | Exam is of 180 minutes duration. Compensatory time of 60 minutes for PwBD candidates.   |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 5                     | Get himself conversant with the detailed instructions on the admit card (copy attached).  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 6                     | He shall carry out checks himself as well as with the help of assisting Railway Group C staff about the candidates sitting on the allotted computer terminals.  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 7                     | He shall ensure that call letters, relieving letters and attendance sheets are packed and sealed separately by ECA and the envelope cover mentions details as per format as per the check list.   |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 8                     | At the end of the day, he shall prepare a report about conduct of CBT on a prescribed proforma (Format attached)  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 9                     | Completed Attendance sheets, Railway portion of E-Call Letters and Relieving letters, and Reports (Incidence Report, Exception Report, and Observer's Report etc) so collected shall be kept in an envelope and sealed jointly with Centre Head of ECA. Summary of attendance in a particular session shall be written on sealed envelope and jointly signed as per Format provided. The envelopes will be sealed after signing by Centre Head and Observer across the flap and covering the same by cellophane tape.   |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 10                    | Handing of Attendance sheets & other documents: At the end of each session, the Centre head of ECA shall keep with him these sealed envelopes with other records of session and return to Nodal Officer of Railway/PU.  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 11                    | All envelopes shall be collected at a Centralized location by ECA. These envelopes shall be got segregated Railway/PU wise sent to them within 2 days of examination by ECA.  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 12                    | Any untoward incident requiring Police intervention, Railway Observer will liaise with the Centre head, police authorities and lodge FIR, if required. Any unusual should be brought to the notice of Nodal Officer of Exam city and Dy.CPO/Gaz with intimation to NAIR.  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |
| 13                    | Observer will have to ensure preparation and signature on the following forms/report  |                           |                          |                           |          |          |          |                       |                          |                           |          |          |          |

| Forms/Report                     | Action to be taken by Observer   |
|----------------------------------|--|
| Report of the Observer           | Preparation, signature and sealing all covers meant for Railways/PUs   |
| Exception Report prepared by ECA | Jointly sign with Centre Head of ECA   |
| Incident Register of ECA         | Ensure that this report is jointly signed by the Centre Head of ECA and Head of the Institute or his representative and put in the covers being sent to Nodal Officer of Railway/PUs |

# National Academy of Indian Railways

Examination Name: Centralised CBT for LDCE for promotion to Gr. B posts in  
Zonal Railways & PUs

## RAILWAY OBSERVER REPORT ON THE CONDUCT OF EXAMINATION

| <b>DATE : 20.11.2022</b> |  | <b>SESSION: -</b>  |
|--------------------------|--|--------------------|
| <b>NAME OF CENTER :</b>  |  |                    |
| <b>SN</b>                | <b>ACTIVITIES</b>  | <b>OBSERVATION</b> |
| 1                        | Whether the centre head of ECA was alert and informed about the detailed instruction to conduct the examination.   |                    |
| 2.                       | Whether the genuine candidates only were allowed to enter the exam hall after verification of call letter, Identity card, Bio-metric impression & proper frisking.                         |                    |
| 3.                       | Whether the right candidates were sitting on the allotted computer terminal.   |                    |
| 4.                       | Whether all the activities were started and conducted as per the prescribed time schedule, if no, give details.  |                    |
| 5.                       | Whether any person was found helping the candidates in solving the questions. If yes, action taken.  |                    |
| 6.                       | Whether any malpractice is noticed for PwBD candidate appearing with scribe. If yes, action taken.   |                    |
| 7.                       | Whether the Attendance Sheet (Signature, LTI etc.) were filled in correctly.   |                    |
| 8.                       | Whether the paragraph writing on the call letter was done by the candidate in the Exam Hall before commencement of the examination in his running handwriting.                             |                    |
| 9.                       | Whether all the entries of the call letter were completed by the candidate & invigilator properly.   |                    |
| 10.                      | Whether any candidate was found using unfair means or found in possession of prohibited items in the examination hall? If yes, Roll number & name of the candidate. What action was taken? |                    |
| 11.                      | Whether the examinees were maintaining discipline while keeping calm & quiet during the exam.  |                    |
| 12.                      | Whether Covid – 19 protocols, if any, are being strictly adhered to by officials and appearing candidates.   |                    |
| 13.                      | Whether police personnel were present in the centre on duty  |                    |
| 14.                      | Whether mobile phones of all invigilators were kept on silent mode during examination period.  |                    |
| 15.                      | Whether all invigilator/officials gave declaration that none of their relative is appearing in the examination centre.   |                    |

**Signature** : \_\_\_\_\_

**Name of the Railway Observer** : \_\_\_\_\_

**Designation of the Railway Observer** : \_\_\_\_\_

# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr.B posts in Zonal Railways & PUs**

## INCIDENCE REGISTER

Test Centre Name: \_\_\_\_\_

Exam City : \_\_\_\_\_

Exam Date: **20.11.2022**

Exam Shift : **Morning / Afternoon**

| SN | Nature of Incident | Signature of the candidate | Signature of Centr head of ECA | Signature of Head of Exam centre or his representative |
|----|--------------------|----------------------------|--------------------------------|--|
|    |                    |                            |                                |  |
|    |                    |                            |                                |  |
|    |                    |                            |                                |  |
|    |                    |                            |                                |  |
|    |                    |                            |                                |  |
|    |                    |                            |                                |  |
|    |                    |                            |                                |  |
|    |                    |                            |                                |  |
|    |                    |                            |                                |  |

# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr.B posts in Zonal Railways & PUs**

## EXCEPTION REGISTER

Test Centre Name: \_\_\_\_\_

Exam City : \_\_\_\_\_

Exam Date: **20.11.2022**

Exam Shift : **Morning /Afternoon**

| Sl No | Exception | Whether Exception Approved by Command Centre | Centre Head Signature | Observer Signature |
|-------|-----------|--|-----------------------|--------------------|
|       |           |  |                       |                    |
|       |           |  |                       |                    |
|       |           |  |                       |                    |
|       |           |  |                       |                    |
|       |           |  |                       |                    |
|       |           |  |                       |                    |
|       |           |  |                       |                    |
|       |           |  |                       |                    |

# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr.B posts in Zonal Railways & PUs**

## REPORT ON EXAMINATION

(To be filled in separately for EACH shift for EACH venue jointly by Observer and ECA Centre Head)

Test Centre Name: \_\_\_\_\_

Exam City : \_\_\_\_\_

Exam Date: **20.11.2022**

Exam Shift : **Morning /Afternoon**

| Total No. of candidates Allotted | Present | Absent |
|----------------------------------|---------|--------|
|                                  |         |        |

### IRREGULARITY REPORT, IF ANY:

[Obtain a signed statement from the candidates and attach]

Emergency:

\_\_\_\_\_

Item error:

\_\_\_\_\_

Illness :

\_\_\_\_\_

Cheating:

\_\_\_\_\_

Call Letter Discrepancy:

\_\_\_\_\_

Candidate Photo Discrepancy:

\_\_\_\_\_

Candidate Name Discrepancy:

\_\_\_\_\_

I-PASS number Discrepancy:

\_\_\_\_\_

Any other discrepancy:

\_\_\_\_\_

\_\_\_\_\_

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

I certify that the test was administered as per instructions.

Name & Signature of Observer:

\_\_\_\_\_

Name & Signature of ECA Centre Head \_\_\_\_\_

# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr.B posts in Zonal Railways & PUs**

## EXCEPTION HANDLING MATRIX

| Scenario | E-Call Letter  | Photo ID  | Matching Status                  | Action  |
|----------|--|---|----------------------------------|---|
| 1        | E-Call Letter available  | Valid Photo ID  | Photo and data matching          | Allowed to appear for the test  |
| 2        | E-Call Letter not available with the candidate   | Valid Photo ID and candidate also has a Hardcopy of the photo | Photo and data matching          | Candidate be asked to download the E-Call Letter and come with the same.  |
| 3        | E-Call Letter available but candidate is not carrying hard copy of photograph or the photograph is not clear/stamp sized | Valid Photo ID  | Photo and data matching          | Candidate will be allowed to appear for the test after verifying the candidate's details and candidate filling & signing the "Undertaking Form" U1. To be reflected in Exception Report by Centre Head. |
| 4        | E-Call Letter available and photo affixed  | No Valid Photo ID proof                                       | Photo and data matching          | Employee ID is valid alongwith Relieving letter with photo affixed.<br>Photo copy of other IDs is not valid. Candidate shall not be allowed.  |
| 5        | E-Call Letter available but came to another location   | Valid Photo ID  | No Data Available at that centre | Not to be permitted at another location. Candidate is to be directed to his/her allotted venue.   |
| 6        | Photo not pasted on E-Call Letter  | Valid Photo ID  | Photo available in database      | Candidate to paste photo during registration and allowed on undertaking U1. To be reflected in exception report of the Centre head.   |
| 7        | Candidate reports after gate closure time  |   |                                  | No entry after gate closure time except with specific permissions of Railway Observer present at the Venue  |
| 8        | Minor Spelling Errors /variations in the Name, surname, DoB, vis-a-vis E-Call Letter                                     |   |                                  | Candidate to be admitted after getting an undertaking U1  |
| 9        | Any other exigency   |   |                                  | Decision will be taken in consultation with Nodal Officer of Railway/PU on case to case basis   |

# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr. B posts in Zonal Railways & PUs – 20.11.2022**

## Declaration to be obtained from the candidates

### U1 (Miscellaneous)

I have come for the computer-based test for the post of \_\_\_\_\_. Following discrepancies have been noticed in my documents (Please tick appropriate):

- Passport Size Photograph not available with the candidate
- Candidate Photograph not pasted on the E-Call Letter
- Mismatch in the Photograph pasted on the E-Call Letter.
- Minor spelling error/variation in the Name, surname, DoB etc. in ID proof vis-à-vis E-Call Letter.
- Other \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that I am the genuine candidate appearing for this exam. I understand that if any information/document submitted by me is found to be incorrect at any stage of the selection process, my candidature may be rejected by the Zonal Railway/PU/NAIR.

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

Signature of the candidate: \_\_\_\_\_

Shift : \_\_\_\_\_

Name of the Candidate : \_\_\_\_\_

City : \_\_\_\_\_

I- PASS Number : \_\_\_\_\_

Roll Number : \_\_\_\_\_

Designation : \_\_\_\_\_



# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr.B posts in  
Zonal Railways & PUs – 20.11.2022**

## U4 Declaration from Candidates using Unfair Means

### Candidate Declaration Form

|                   |  |                |  |
|-------------------|--|----------------|--|
| Centre Name       |  |                |  |
| Designation       |  |                |  |
| Post applied for  |  |                |  |
| Date              |  | Shift          |  |
| Candidate Roll No |  | Candidate Name |  |

I hereby declare that I was found using unfair means during examination.

I accept that my behaviour was against the rules and regulations of the examination which I was aware of.

I also accept that the final decision regarding my candidature will rest with Zonal Railway/PU/NAIR.

|                            |  |
|----------------------------|--|
| Signature of the Candidate |  |
| LTI of the Candidate       |  |

**Remarks of the ECA Centre Head** (To mention the actual unfair means adopted by the candidate and action taken thereon)

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|                                |  |
|--------------------------------|--|
| <b>Name of the Invigilator</b> |  |
|--------------------------------|--|

**Signature of the Invigilator**

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|                                |  |
|--------------------------------|--|
| <b>Name of the Centre Head</b> |  |
|--------------------------------|--|

**Signature of the Centre Head**

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|                                  |  |
|----------------------------------|--|
| <b>Name of the Observer</b>      |  |
| <b>Signature of the Observer</b> |  |

# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr. B posts in Zonal Railways & PUs**

## **CERTIFICATE OF NO CLOSE RELATIVE APPEARING IN THE EXAMINATION AT THE CENTRE**

**Date of Examination: 20.11.2022**

Name of the Centre: \_\_\_\_\_

Exam City / Town : \_\_\_\_\_

**Certified that in the CBT examination for LDCE for promotion to Gr.B posts in Zonal Railways & PUs, no close relative of mine is appearing at this centre.**

### **Railway Officials**

| <b>SN</b> | <b>Designation in Examination</b> | <b>Name</b> | <b>Designation in Railway</b> | <b>Signature</b> |
|-----------|-----------------------------------|-------------|-------------------------------|------------------|
| 1         | Railway Observer                  |             |                               |                  |
| 2         | Supervisor                        |             |                               |                  |
| 3         | Supervisor                        |             |                               |                  |
| 4         | Supervisor                        |             |                               |                  |
| 5         | Supervisor                        |             |                               |                  |

# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr. B posts in Zonal Railways & PUs**

## **CERTIFICATE OF NO CLOSE RELATIVE APPEARING IN THE EXAMINATION AT THE CENTRE**

**Date of Examination: 20.11.2022**

Name of the Centre: \_\_\_\_\_

Exam City/Town :

**Certified that in the CBT examination for LDCE for promotion to Gr.B posts in Zonal Railways & PUs, no close relative of mine is appearing at this centre.**

**ECA Officials (Example: Site Supervisor, IT Manager, Invigilator, etc.)**

| SN | Designation in Examination | Name | Signature |
|----|----------------------------|------|-----------|
| 1  |                            |      |           |
| 2  |                            |      |           |
| 3  |                            |      |           |
| 4  |                            |      |           |
| 5  |                            |      |           |
| 6  |                            |      |           |
| 7  |                            |      |           |
| 8  |                            |      |           |
| 9  |                            |      |           |
| 10 |                            |      |           |
| 11 |                            |      |           |
| 12 |                            |      |           |
| 13 |                            |      |           |

# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr.B posts in Zonal Railways & PUs**

## **Envelope Cover ( Separate cover for each Railway /PU)**

Name of the Centre :

Exam City/Town :

**Date of Exam: 20.11.2022**

Shift:

| Total No. of candidates | Allotted | Present | Absent |
|-------------------------|----------|---------|--------|
|                         |          |         |        |

| Checklist of the documents in this envelop | No. of pages | Put <input type="checkbox"/> mark in the check box |
|--|--------------|--|
| Attendance Sheet                           |              | <input type="checkbox"/>                           |
| Railway/PU foil of E-Call Letter           |              | <input type="checkbox"/>                           |
| Railway/PU foil of E- Relieving Letter     |              | <input type="checkbox"/>                           |
| Incidence Report                           |              | <input type="checkbox"/>                           |
| Observer's Report                          |              | <input type="checkbox"/>                           |
| Near relative certificates                 |              | <input type="checkbox"/>                           |

\_\_\_\_\_  
Signature of the ECA Centre Head

\_\_\_\_\_  
Signature of the Railway Observer

Name of the ECA Centre Head:

Name of the Railway Observer:

\_\_\_\_\_

\_\_\_\_\_

# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr. B posts in Zonal Railways & PUs**

## INFORMATION OF CBT DATE & INSTRUCTIONS TO CANDIDATES

### उम्मीदवारों को सीबीटी तिथि और निर्देश की जानकारी

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उम्मीदवार नीचे दिए गए निर्देशों को ध्यान से पढ़ें और उनका ईमानदारी से पालन करें। निर्देशों का पालन न करने पर उनकी उम्मीदवारी रद्द की जा सकती है। Candidate shall carefully read the instructions given below, and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of the candidature.

उम्मीदवारों को नवीनतम अपडेट के लिए NAIR/Vadodara वेबसाइट की जांच करते रहना चाहिए और अपना पंजीकृत मेल आईडी / मोबाइल नंबर काम करने की स्थिति में रखना चाहिए। Candidates should also keep checking the NAIR/Vadodara website ([www.nair.indianrailways.gov.in](http://www.nair.indianrailways.gov.in)) for latest updates and keep their registered mail id/mobile no. in working condition.

पात्रता सूची और अन्य विवरण Railways/PUs द्वारा उपलब्ध कराए गए आंकड़ों पर आधारित हैं। इसलिए, उम्मीदवारों को सीबीटी के लिए विशुद्ध रूप से अस्थायी आधार पर अनुमति दी जाती है। Selection के अन्य चरणों में, पात्रता का विस्तृत सत्यापन किया जाएगा और इससे सीबीटी पास करने के बावजूद उम्मीदवारी रद्द हो सकती है।

The eligibility list and other details are based on the data provided by Zonal Railways/ PUs. Hence, candidates are allowed for CBT purely on a provisional basis. At other stages of selection, detailed verification of eligibility will be done and that may lead to candidature cancellation, in spite of clearing the CBT.

**1. उम्मीदवार निम्नलिखित समय नोट करें। Candidates to note the following timings –**

| EXAM DATE/परीक्षा तिथि   | 20.11.2022  |
|--|---|
| POST/पद  | AFA, APO, AOM, ACM, AEN, AEE, AME/AWM, ASTE, AMM  |
| CALL LETTER DOWNLOAD/<br>कॉल लेटर डाउनलोड                                    | 06.11.2022<br>Corrections will be allowed only up to 16.11.2022 through HELPDASK<br><b>सुधार की अनुमति, हेल्पडेस्क के माध्यम से केवल 16.11.2022 तक होगी</b> |
| REPORTING TIME/हाजिरी का समय   | <b>07:30 AM (Morning shift)<br/>13.30 PM (Afternoon shift)</b>  |
| GATE CLOSING TIME/ गेट बंद होने का समय                                       | <b>08:45 AM (Morning shift)<br/>14.45 PM (Afternoon shift)</b>  |
| EXAM START TIME/परीक्षा प्रारंभ समय  | <b>09:30 AM (Morning shift)<br/>15.30 PM (Afternoon shift)</b>  |
| EXAM END TIME (GENERAL)/<br>परीक्षा समाप्ति समय (सामान्य)                    | <b>12:30 PM (Morning shift)<br/>18.30 PM (Afternoon shift)</b>  |
| EXAM END TIME (PwBD with Scribe )/<br>परीक्षा समाप्ति समय (PwBD with Scribe) | <b>13:30 PM (Morning shift)<br/>19.30 PM (Afternoon shift)</b>  |

1. ई-कॉल लेटर में इंगित तिथि और शिफ्ट के लिए गेट बंद होने के समय के बाद किसी भी उम्मीदवार को परीक्षा केंद्र में प्रवेश करने की अनुमति नहीं दी जाएगी। No candidate will be allowed to enter the test center after gate closing time.
2. कंप्यूटर आधारित परीक्षा (सीबीटी) for each post एक पाली में आयोजित की जाएगी। सीबीटी की अवधि 150 प्रश्नों के लिए 180 मिनट की होगी। Computer Based Test (CBT) for each post will be held in single shift. The duration of CBT will be 180 minutes for 150 questions.
3. उम्मीदवार हिंदी और अंग्रेजी भाषाओं में प्रश्न पत्र देख सकते हैं और सवालों के जवाब दे सकते हैं। गलत उत्तरों के लिए नकारात्मक अंकन होगा। The candidate can view the question paper in Hindi & English languages and answer the questions.
4. प्रत्येक गलत उत्तर के लिए 1/3 अंक काटे जाएंगे। उम्मीदवार को रफ वर्क के लिए उपलब्ध कराई गई रफ शीट पर अपना नाम और रोल नंबर भी लिखना होगा। रफ शीट को परीक्षण के बाद निरीक्षक को लौटाना होगा। There will be negative marking for wrong answers. For every wrong answer, 1/3rd mark will be deducted. Candidate should also write his/her name and Roll Number on the Rough sheet(s) provided for rough work. The Rough sheet(s) will have to be returned to invigilator after the test.
5. उम्मीदवार को कॉल लेटर के पहले पृष्ठ के अनुसार आवंटित रिपोर्टिंग तिथि और समय पर बिना किसी असफलता के आवंटित सीबीटी केंद्र / स्थान पर रिपोर्ट करना आवश्यक है। Candidate is required to report on the allotted CBT Centre/Venue, on the allotted Reporting Date & Time as mentioned on the front page of his/her call letter.
6. उम्मीदवारों को एक छोटी सूचना पर आवंटित सीबीटी परीक्षा केंद्र में जाने के लिए तैयार रहना चाहिए। Candidates should be ready to move to CBT test centre at a short notice.
7. किसी भी परिस्थिति में परीक्षा की तिथि/केंद्र में परिवर्तन की अनुमति नहीं है। NAIR किसी भी या सभी उम्मीदवारों के लिए पुनः परीक्षा का आदेश देने का अधिकार सुरक्षित रखता है। सभी मामलों में NAIR का निर्णय अंतिम होगा। Change of date/centre of examination is not permitted under any circumstances. NAIR reserves the right to order re-examination for any or all the candidates. Decision of NAIR in all the matters will be final.
8. किसी भी परिस्थिति में कोई पूरक परीक्षा आयोजित नहीं की जाएगी। No supplementary exams will be conducted under any circumstances.
9. उम्मीदवार को सीबीटी में उपस्थित होने के लिए दो रंगीन फोटोग्राफ (आकार 35 मिमी X 35 मिमी) जो कि बिना टोपी और धूप के चश्मे के उम्मीदवार के स्पष्ट सामने के दृश्य के साथ लाना होगा। Candidate must also bring two color photographs (size 35 mm x 35 mm), with clear front view of the candidate without cap and sunglasses, for appearing in the CBT.
10. उम्मीदवार को निर्देश दिया जाता है कि वेबसाइट से ई-कॉल पत्र का स्पष्ट प्रिंट आउट (फ्रंट और बैक पेज) डाउनलोड करें और लें। उम्मीदवार को सीबीटी कॉल लेटर डाक द्वारा नहीं भेजा जाएगा। Candidate is instructed to download AND take clear print out (front and back pages) of E-call letter from the website. CBT call letter will not be sent to candidate by post.
11. सुधार या डुप्लीकेट कॉल लेटर जारी करने का कार्य तभी किया जाएगा जब Railways/PUs को यह विश्वास हो जाए कि यह आवेदन पत्र में जमा किए गए विवरण से एक महत्वपूर्ण विसंगति/भिन्नता है। कॉल लेटर केवल सीबीटी के लिए उपस्थित होने की अनुमति है और किसी भी तरह से रेलवे में उम्मीदवार की selection की गारंटी नहीं देता है। किसी भी गलत व्याख्या/अनजाने में हुई त्रुटि के लिए Railway/PU/NAIR जिम्मेदार नहीं है। व्याख्या के बारे में किसी भी विवाद की स्थिति में, कॉल लेटर के अंग्रेजी संस्करण को अंतिम माना जाएगा.

Correction or issue of duplicate call letter would be done, only after the concerned Railways/PUs are convinced of it being a critical discrepancy/variation from the details submitted in the Application form. Call letter is only a permission to appear for the CBT and in no way guarantees selection of the candidate on the Railway. Railway/PU/NAIR are not responsible for any misinterpretation / inadvertent error. In the event of any dispute about interpretation, the English version of the call letter will be treated as final.

12. ई-कॉल लेटर अस्थायी है, यह केवल सीबीटी परीक्षा में बैठने की अनुमति है। इस ई-कॉल लेटर को जारी करना किसी भी तरह से यह नहीं दर्शाता है कि Railway/PU/NAIR आवेदन पत्र, विवरण और दस्तावेजों से संतुष्ट है। ई-कॉल लेटर पद के लिए पात्र होने का कोई अधिकार प्रदान नहीं करता है। उम्मीदवारी पूरी तरह से अनंतिम है और selection के किसी भी स्तर पर या उसके बाद रद्द की जा सकती है। The E-Call Letter is provisional, it is only a permission to appear in the CBT examination. Issuing this E-call letter does not in anyway indicate that Railway/PU/NAIR is otherwise satisfied with application form, details and documents. The E-Call Letter does not confer any right to be eligible for the post. The candidature is purely provisional and is liable to be cancelled at any stage of selection or thereafter.
13. उम्मीदवार को एतद्वारा सूचित किया जाता है कि सीबीटी के लिए बुलाए जाने वाले उम्मीदवारों की संख्या इकाइयों द्वारा योग्य घोषित उम्मीदवारों की कुल संख्या है। इसलिए, केवल सीबीटी में अर्हता प्राप्त करने से कोई उम्मीदवार चयन प्रक्रिया के अगले चरण में शामिल होने का हकदार नहीं हो जाता है। Candidate is hereby informed that the number of candidates being called for CBT is the total candidates declared eligible by the units. Hence, merely qualifying in CBT does not entitle a candidate, for inclusion in the next stage of selection process.
14. सीबीटी का परिणाम यथा समय Railway/PU द्वारा किया जाएगा। The result of CBT would be declared by the respective Railways/PUs in due course.
15. Railway/PU/NAIR ने अपनी ओर से कोई एजेंट/कोचिंग सेंटर नियुक्त नहीं किया है। सीबीटी आचरण/परिणाम को प्रभावित करने के लिए उम्मीदवार का कोई भी अनुचित प्रयास उम्मीदवार को अयोग्य घोषित कर देगा। उम्मीदवारों का चयन विशुद्ध रूप से योग्यता के अनुसार किया जाता है। Railway/PU/NAIR has not appointed any Agent/Coaching Centre on its behalf. Any unwarranted attempt of candidate to influence the CBT conduct/result will disqualify the candidate. Candidates are selected purely as per merit.
16. सीबीटी के परिणाम और/या सीबीटी से संबंधित सभी मामलों के संबंध में Railway/PU/NAIR का निर्णय अंतिम है और उस पर विवाद नहीं किया जा सकता है। आगे कोई पूछताछ या पत्राचार पर विचार नहीं किया जाएगा। The decision of the Railway/PU/NAIR regarding the outcome of the CBT and/or all matters relating to CBT is final and the same cannot be disputed. No further enquiry or correspondence will be entertained.
17. उम्मीदवार सीबीटी स्थल पर रेलवे अधिकारियों द्वारा जारी निर्देशों का पालन करेगा। सीबीटी के सुचारू संचालन के लिए उम्मीदवार को सीबीटी के दौरान अनुशासन बनाए रखने की भी सलाह दी जाती है। सीबीटी में प्रतिरूपण / कदाचार / अनुशासनहीनता उम्मीदवार को अयोग्य घोषित कर देगी और उसे भविष्य की सभी रेलवे selections से वंचित कर दिया जाएगा। उम्मीदवार पर कानून के तहत मुकदमा भी चलाया जा सकता है। The candidate shall obey the instructions issued by the railway officials at the CBT venue. The candidate is also advised to maintain discipline during CBT, for smooth conduct of the CBT. Impersonation/malpractice/indiscipline in the CBT will disqualify the Candidate and he/she will be debarred from all future railway selections. Candidate is also liable to be prosecuted under law.

18. सीबीटी स्थल के अंदर बैकपैक्स/सामान/ खाद्य पदार्थ/मोबाइल फोन/ ब्लू टूथ सक्षम डिवाइस/कैलकुलेटर/इलेक्ट्रॉनिक या स्टॉप वॉच/टाइम रिकॉर्डर जैसे अन्य गैजेट्स की अनुमति नहीं है। Backpacks/Luggage/food items/Mobile phone/ blue tooth enabled devices/ calculators/ electronic or other gadgets like stop watches/time recorders are not allowed inside the CBT venue.
19. परीक्षा हॉल के अंदर केवल ई-कॉल लेटर, फोटो आईडी कार्ड की अनुमति होगी। उम्मीदवारों को अपना पेन, पीने का पानी पारदर्शी बोतल में लाना होगा। Only E-Call Letter, Relieving letter and Photo ID card, will be allowed inside the test hall. Candidates to bring their own pen, drinking water in transparent bottle.
20. परीक्षा हॉल के बाहर आपके व्यक्तिगत सामान को सुरक्षित रखने की कोई सुविधा नहीं है और इसके नुकसान के लिए Railway/PU/NAIR /मूल्यांकन सेवा प्रदाता जिम्मेदार नहीं हैं। There is no facility for safe-keeping of personal belongings outside the examination hall and Railway/PU/NAIR/Assessment Service Providers are not responsible for its loss.
21. उम्मीदवारों की तलाशी ली जाएगी और आभूषण पहनने से बचना चाहिए। Frisking of the candidates will be done and wearing of jewellery should be avoided.
22. सीबीटी स्थल पर पुरुष और महिला दोनों उम्मीदवारों के लिए किसी साथी की अनुमति नहीं है। एक बार उम्मीदवार सीबीटी स्थल में प्रवेश कर जाता है तो उसे तब तक बाहर नहीं जाने दिया जाएगा जब तक कि वह कार्यक्रम पूरा नहीं कर लेता। NO companions are permitted, both for male and female candidates, at the CBT venue. Once candidate enters the CBT venue then he/she will not be allowed out till he/she completes the event.
23. पीडब्ल्यूबीडी के लिए स्क्राइब की सहायता - केवल उन्हीं उम्मीदवारों को जिन्होंने यूनिट की अनुमति के साथ स्क्राइब का विकल्प चुना है, उन्हें सीबीटी में स्क्राइब के साथ उपस्थित होने की अनुमति दी जाएगी। ऐसे उम्मीदवार जिन्होंने बेंचमार्क विकलांगता और दृष्टि हानि से पीड़ित हैं और वे उम्मीदवार जिनकी लेखन गति सेरेब्रल पाल्सी से प्रभावित है और एक हाथ वाले हैं, वे सीबीटी के दौरान अपनी ओर से उत्तर लिखने के लिए स्क्राइब की सहायता ले सकते हैं।

सीबीटी में कड़ी चौकसी बरती जाएगी और यदि कोई भी उम्मीदवार जो अपनी पसंद के लेखक के साथ उपस्थित होता है, यदि किसी भी प्रकार के कदाचार में लिप्त पाया जाता है, तो उसके साथ सख्ती से निपटा जाएगा और ऐसे उम्मीदवार की उम्मीदवारी बिना किसी सूचना के रद्द कर दी जाएगी।

निःशक्तजन उम्मीदवार जो स्क्राइब की सुविधा का लाभ उठा रहे हैं या नहीं ले रहे हैं, उन्हें सीबीटी के 180 मिनट के सत्र के लिए 60 मिनट का प्रतिपूरक समय दिया जाएगा। पात्र पीडब्ल्यूबीडी उम्मीदवारों के लिए परीक्षा की अवधि 180 मिनट के बजाय 240 मिनट होगी।

**Assistance of Scribe For PWBD – Only those candidates who have opted for scribe with permission of units will be given permission to appear in CBT with Scribe.** Candidates who have benchmarked disability and suffering from Visually Impairment and those candidates whose writing speed is affected by Cerebral Palsy and having One Arm can avail the assistance of Scribe for writing answers on their behalf during CBT.

Strict vigil will be enforced in the CBT and if any candidate who is appearing with scribe of their own choice, if found involved in any kind of malpractice, will be strictly dealt with and candidature of such candidate will be cancelled without any notice. PwBD candidates who are availing/not availing the facility of scribe will be allowed 60 minutes compensatory time for 180 minutes session of CBT. The examination duration will be 240 minutes for eligible PWBD candidates instead of 180 minutes.



# National Academy of Indian Railways

**Examination Name: Centralised CBT for LDCE for promotion to Gr. B posts in Zonal Railways & PUs**

**Instructions to the Candidates on Candidate Console Screen**

## **INSTRUCTIONS TO CANDIDATES- Subject Specific Instructions on candidate console**

| <b>Name of Test</b>   | <b>No. of Questions</b> | <b>Time</b>   | <b>Marking</b>  |
|---|-------------------------|---|---|
| <b>Centralised CBT For LDCE for Gr.B posts (Question paper pattern will be different for AFA and other 8 posts)</b> | 150                     | 180 Minutes ,<br>Compensatory 60 minutes for PwBD candidates. | (+)1 for each correct answer<br><br>(-) 1/3 for each wrong answer |

## **ABOUT QUESTION PAPER- Subject Specific Instructions on candidate console**

1. There is **negative marking** for wrong answers as shown above.
2. Only one question will be displayed on the computer screen at a time.
3. Each question will have 4 alternatives. Candidate is to select the correct alternative.
4. The questions can be answered in any order.
5. The exam screen will continuously display the remaining time at the right hand top of the question paper.
6. The candidate may ask the Invigilator their doubts or questions before the commencement of test. No queries shall be entertained after the commencement of the examination.
8. Rough sheet shall be provided to the candidates for rough work. During the test rough work needs to be done only on these Rough Sheets. Candidate should write his/her Roll Number on the Rough Sheet, and return it to the Invigilator before leaving the test venue.

**Candidates can be debarred/ disqualified for any of the following reasons:**

1. Creating a disturbance.
2. Impersonation - Attempting to take the examination for someone else.
3. Giving or receiving assistance of any kind during the examination & communication in any form to/from other candidates or outsiders.
4. Smoking or eating in the Examination Hall
5. Attempting to tamper with the operation of the computer or meddling with system.
6. Attempting to use the calculator on the PC
7. Exchanging any papers, documents or any other material with other candidates
8. Leaving the test centre without the permission from the invigilator.
9. Using prohibited aids, items not allowed, such as: Cell phones, Blue Tooth, Pagers, Pieces of Paper (except his/her E-Call Letter, Relieving letter, Identity Card), Digital diaries, any other electronic gadgets/device, watch alarms, listening devices and recording or photographic devices.
10. Attempting to copy examination questions and /or examination responses (in any format) from the examination centre.
11. Attempting to access any unauthorized software/program during the examination.
12. Failing to follow directions given by invigilators.
13. Manhandling of invigilators or test centre staff.
14. Resorting to unfair means or trying to influence in any way the examination results shall be considered as a serious offence and any candidate found guilty of such offence on the report of any person duly authorized to conduct the examination, shall be liable for rejection of candidature.
15. Candidates shall maintain silence while appearing for the exam. Any conversation or gesticulation or disturbance or attempt to change seats in the Examination Hall shall be deemed as unfair means.
16. If a candidate is found indulging in unfair means or impersonating, the candidature of such candidate shall be rejected.
17. The Centre-In-Charge of ECA in consultation with Railway Observer is authorized to debar the candidate/s from the examination centre for any misconduct by the candidates.

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