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GOVERNMENT OF NAGALAND
PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT
(ADMINISTRATIVE REFORMS BRANCH)
NAGALAND: KOHIMA
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NOTIFICATION

Dated Kohima, the 3rd August, 2023

No.AR-3/GEN-374/2020: In exercise of powers conferred under Rule 51 of the NSSB Regulations 2020, following amendments are made to the Nagaland Staff Selection Board Rules 2020, namely:-

1. PRELIMINARY:

Section 2 (1): In Section 2 sub-section (1), the change of definition for clause "a" and "q" and addition of clause "w":

- a. "Controller of Examination" means Controller of the Examination of the Nagaland Staff Selection Board."
- q. "Secretary" means the Secretary of the Nagaland Staff Selection Board."
- w. "Deputy Secretary" means the Deputy Secretary of the Nagaland Staff Selection Board."

2. PART B (CONDUCT OF EXAMINATIONS):

Section 14:

- 1. In Section 14 of sub-section 1, after the word Secretary, the term cum-Controller of Examination shall be omitted.
- 2. After sub-section (7), the following sub-sections shall be added, namely:
 - "(8) The Departments are to assess the number of vacancies in the posts delineated in Regulation 3 that may arise in a calendar year and requisition the same to the Board. The Board may verify the vacancies and posts in consultation with the Government before advertisement.
 - (9) The Administrative Head of Department and the Head of Department of the Departments that fail to requisition the posts that are within the purview of the Board, shall be subject to disciplinary action on the basis of the Nagaland Discipline and Appeal Rules, 1967 but shall not be limited to this if criminal action is found."

Section 17:

Insertion of proviso in the section 17:

"Provided that the Birth Certificate is issued within the stipulated period vide Nagaland Registration of Births and Deaths Rules, 1972."

(As per Rule, 10 Authority for delayed registration and fee payable thereof under Section 13. - (1) Any birth or death of which information is given to the Registrar after the expiry of the period specified in Rule 5, but within thirty days of its occurrence, shall be registered on payment of a late fee of rupee one.

(2) Any birth or death of which information is given to the Registrar after thirty days, but within one year of its occurrence, shall be registered only with the written permission of the officer prescribed in

this behalf and on payment of late fee of rupees three and on production of the affidavit made before a notary public or any other officer authorized in this behalf.

(3) Any birth or death which has not been registered within one year of its occurrence, shall be registered only on an order of a Magistrate of the first class or a Presidency Magistrate and on payment of a late fee of rupees five.)

Section 18:

In Section 18, Modification of sub-section (1)

"(1) The Examination branch of the Board shall function under the supervision of the Controller of Examination. The branch shall after the last day for submission of application forms, scrutinize all applications in minute detail."

Section 22:

Addition in Section 22

Empowering NSSB to change the educational qualification criteria in consultation with the department concerned before the commencement of exam as and when anomalies is detected in the prescribed educational qualification criteria. And disallow any relaxation in the qualification criteria after declaration of written result.

Section 23:

In Section 23, addition of new sub-section (3)

(3) The Board shall conduct the examinations in all District headquarters.

Section-24:

In Section 24, addition of new sub-section (3):

(3) There will be Qualifying cut off mark of 30 % of the total marks for Skill Test and Technical Paper.

Section 25:

1. In sub-section (1), after the word Secretary, the term cum-Controller of Examination shall be omitted.

2. Amendment in sub-section (1) clause (c):

(c) Invigilators "(c) Government servants with impeccable integrity not below the rank of Group B may be appointed. The ratio of numbers of invigilators to the number of candidates shall normally be 1: 24. For a room containing more than 50 candidates, one invigilator shall be appointed for every 50 candidates. It may also be kept in mind that all invigilators shall sign "NO RELATION" certificate (Annexure 17 of the handbook) in order to ensure transparency and accountability."

Section 27(2):

In sub-section (2), after the word Secretary, the term cum-Controller of Examination shall be omitted.

Section 28:

Substitution of Section 28 and after sub-section (1), addition of new sub-section:

"(1) The Seat Plan is to be made in such a manner that in one room, there are four vertical rows with six candidates in each vertical row. The Seat Plan should be so arranged that candidates sitting in adjacent row do not have the same series of Question Paper in case of examination with Multiple Choice Objective Type pattern. Sample seat plan is enclosed at Appendix-V"

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- (2) A bench should seat only 2 candidates (2 vertical rows).
- (3) In case of certain venues which may have more number of vertical rows like School Halls, the sample format of Seat Plan at Appendix-V should be followed with more vertical rows added.
- (4) A seat plan for each Room/Hall showing the Roll No. of candidates and the series of the Question Paper (in case of Multiple Choice Objective Type pattern) should be ready one day prior to the examination. Appendix-V. A copy of seat plan of each room duly signed by the Supervisor and the invigilators should be forwarded to the Board along with the other confidential papers after the conclusion of the examination."
- (5) Seat Plans for the venue as a whole should be displayed at a place centrally located without the series of Question Paper. In addition, Appendix Va may also be displayed at more than one location to avoid overcrowding, showing the direction of the rooms/halls with respective roll number.
- (6) There will be three seating plans (one for the Notice Board, one without the Test Booklet Series to be pasted outside the hall, and one with the Test Booklet Series to be used by the invigilators.)
- (7) The roll numbers of the candidates should be neatly typed and not written by hand.
- (8) The respective seat plan should be displayed outside each room. This should be done two hours prior to the commencement of the examination and not before. (This seat plan should not contain the Question Paper series Appendix-Va)
- (9) The roll numbers of absent candidates should be circled immediately, 10 minutes after the commencement of the examination so as to distinguish them from the candidates present."

Section 30:

Amendment of sub-section (4):

- (4) "A candidate, once given an Answer paper shall, in no case be allowed to leave the Examination Hall/Room before the half time bell without submitting the same."

Section 31(6):

In section 31(6), after the word Secretary, the term cum-Controller of Examination shall be omitted.

Section 32:

1. In sub-section (4), after the word Secretary, the term cum-Controller of Examination shall be omitted.
2. Modification of sub-section(9):
 "(9) If any candidate raises a doubt about any apparent mistake/ambiguity or anomaly about any item in the Question Papers, he/she may be advised to answer the item as it is and make a representation to the Secretary of the Board as per the format given in Annexure 8 of the handbook for centre Supervisors, within five days from the date of completion of the Examination."

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Section 33:

Modification of sub-section (5):

(5) "In respect of candidates who are absent, the Invigilator shall mark them as absent, by writing the letter 'A' with RED colour Ball Point Pen and also append his/her signature for such candidates in Blue or Black Ball Point Pen. Invigilators shall not fill details of Question Paper series (in case of Multiple-Choice Objective Type pattern) in the Attendance List in respect of such absent candidates."

Section 36:

After sub-section (19), the following sub-sections shall be added, namely:

(20) In the event of a mistake made in marking the roll number in the OMR Answer sheet or the OMR series the candidates shall not be given a new OMR Answer sheet but he/she shall be allowed to use whitener or correcting fluid for correction of the roll number and the booklet series.

(21) Change of answer shall not be permitted in the OMR answer sheet. Using of correcting fluid (of any sort) shall be treated as wrong, attracting negative marking."

Section 37:

1. In sub-section (8), after the word Secretary, the term cum-Controller of Examination shall be omitted.

2. After sub-section (10), the following sub-sections shall be added, namely:

"(11) In the event of a candidate leaving the examination hall without submitting the answer sheet, the Centre Supervisor shall immediately file an FIR at the nearest police station.

(12) In preparing the duty roster, the CS and Assistant CS will ensure that no invigilator has duty consecutively in the same hall. The duty roster shall be put up only 30 minutes before the start of the examination. The CS may use 'lottery' system on the morning of the examination for the distribution of duty to the invigilators."

Section 39:

After sub-section (13), the following sub-sections shall be added, namely:

(14) The invigilator shall not in any circumstance sign or counter sign any exam related documents in any other room than which they are assigned duty.

Section 40:

1. Modification of sub-section (4):

(4) Coding of the answer papers using alpha-numeric characters shall be done by the Examination Branch of the Board when all the answer papers are received. This process shall be completed within 5 working days

2. After sub-section (6), the following sub-section shall be added:

(7) Answer scripts shall be destroyed in 6 years provided that there is no pending judicial injunction or requirement.

Section 41:

1. In sub-section (2) and (3), after the word Secretary, the term cum-Controller of Examination shall be omitted.
2. After sub-section (9), the following sub-section shall be added:
(10) In the event that the setting of the question paper is outsourced to a Company, the Controller of Examinations shall ensure that it is a company that guarantees secrecy and ethical practices.

Section 42:

Modification of section 42:

"As soon as the written examination is over, the Centre Supervisor shall submit a final report to the Controller of Examination of the Board as per the format at Appendix-XII. The Controller of Examinations shall after examining the individual reports of all centre supervisors shall submit a consolidated report to the Secretary of the Board who shall bring it to the notice of the Board for a decision on the penalties to be imposed for instances of malpractice or misconduct by the candidates as per Regulation 4 (4) above."

Further, the following formats are amended:

1. Appendix II (Application form)
 2. Appendix III-Syllabus Paper I,II
 3. Appendix V now to be Va,Vb,Vc (Annexure 6(a) 6(b) and 6(c) of handbook)
 4. Appendix VII (Annexure 7(a) and 7(b) of Handbook)
 5. Appendix IX Form A (Annexure 1 of handbook)
 6. Appendix X Form B (Annexure 2 of handbook)
 7. Appendix XI (Annexure 4 of handbook)
 8. Appendix XII (Annexure 5 of handbook)
- } ---- Appendixes IX & X may be
clubbed together and may be
read as a single Appendix

Addition of 11 new formats:

1. Annexure 3 (Account of OMR answer sheets)
2. Annexure 8 (Representation by Candidate)
3. Annexure 9 (Admission statement for prohibited items)
4. Annexure 10 (Admission statement for malpractice)
5. Annexure 11(Undertaking for No Admission Certificate)
6. Annexure 12 (Undertaking for facsimile signature/photograph)
7. Annexure 13 (Candidate movement record)
8. Annexure 14 (Attendance list of staff)
9. Annexure 15 (Utilization certificate)
10. Annexure 16 (Aquittance Roll)
11. Annexure 17 (No relation Certificate)