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**JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION**  
**(CONDUCT OF EXAMINATION) RULES, 2022**

Jammu & Kashmir Public Service Commission

Resham Ghar Colony Bakshi Nagar Jammu.

## JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION

Notification No. 11A-PSC OF 2022

Dated: 08<sup>th</sup> April 2022.

In pursuance of the provisions contained in sub section (1) of section 93 of Jammu and Kashmir Reorganization Act, 2019, read with Article 320(1) of the Constitution of India, the Jammu and Kashmir Public Service Commission, hereby make the following Rules.

### RULES AND PROCEDURE FOR THE CONDUCT OF EXAMINATIONS.

1. **Short title and commencement** :- (1) These rules may be called the Jammu and Kashmir Public Service Commission (Conduct of Examinations) Rules, 2022.  
  
(2) These rules shall be deemed to have come into force with immediate effect.
2. **Scope of the Rules** :- These rules shall apply to all the examinations conducted by the Jammu and Kashmir Public Service Commission.
3. **Definitions** :- In these rules, unless there is anything repugnant in the subject or context :-
  - (i) “Assistant Controller of Examinations” means an officer designated by the Commission to act as such under the rules;
  - (ii) “Chairman” means the Chairman of the Jammu and Kashmir Public Service Commission;
  - (iii) “Commission” means the J&K Public Service Commission;
  - (iv) “Committee” means the Committee/(s) as may be constituted from time to time under the J&K Public Service Commission (Business & Procedure)

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Rules, 2021;

- (v) "Computer Based Examination (CBE)" means test conducted on Computer;
- (vi) "Constitution" means the Constitution of India;
- (vii) "Controller of Examinations" means an officer posted as such by the Government or any Special Secretary/Additional Secretary/Deputy Secretary designated by the Commission to act as such under these rules;
- (viii) "Deputy Controller of Examinations" means an officer designated by the Commission to act as such under the rules;
- (ix) "Examination" means any examination, including Screening Test/ Computer Based Test/ Written Examination (Preliminary) /Written Examination (Main) /Departmental Examination conducted by the Commission;
- (x) "Examiner" means a person appointed under these rules to act as such and includes an Examiner/Evaluator or Head Examiner/Head Evaluator or Paper Setter/Coordinator or any device used as Optical Mark Recognition (OMR) Reader/Image Scanner, wherever referred to in these rules;
- (xi) "Government" means the Government of the Union territory of Jammu and Kashmir;
- (xii) "Member" means a Member of the Jammu and Kashmir Public Service Commission and includes the Chairman;
- (xiii) "OMR" means Optical Mark Recognition;
- (xiv) "Online mode" means submission of application/objection/representation by the candidate to the Commission through internet/computer in the manner prescribed and published by the Commission;
- (xv) "OTRS" means One Time Registration System.
- (xvi) "Secretary" means the Secretary to the J&K Public Service Commission or

any other officer specially authorized by the Commission to act as such;

- (xvii) “Supervisor” means a person appointed under these rules to act as such and includes an Assistant Supervisor or Invigilator, wherever referred to under these rules.

#### ISSUE OF NOTIFICATION

4. ***Issue of notification*** :- Applications for permission to appear in an examination shall be invited by the Secretary by publishing a notification in the Jammu and Kashmir Government Gazette and by notifying it on the website of the Commission. The notification may also be got published in such other manner as may be considered necessary by the Commission for giving it wide publicity.
5. ***Submission of application*** :- Every application shall be submitted, complete in all respects, through online mode only as per format prescribed by the Commission and made available on the official website.
6. ***Refund of Examination Fee*** :- No claim for refund of the fee shall be entertained unless :-
  - (a) a candidate has unfortunately lost his life before he takes the examination and the claim of refund is preferred by the legal heirs within six months of the date of examination; or
  - (b) the candidate has paid the fee more than once and the fee should have been actually credited into the account of the Commission more than once or;
  - (c) the post/(s) against which the fee was paid has/have been withdrawn by the indenting department.

**PROCEDURE FOR CONDUCT OF EXAMINATION AND TYPES**

7. ***Examinations shall be conducted in accordance with the procedure laid down :-***
- (a) The Screening Test/ Computer Based Test/ Written Examination (Preliminary)/ Written Examination (Main) for the selection of candidates shall be conducted in accordance with the procedure laid down in the recruitment rules governing the post;
  - (b) Where the procedure for the conduct of Screening Test/Computer Based Test/ Written Examination (Preliminary)/Written Examination (Main) has not been provided for in the rules governing the recruitment of the referred post/s, the procedure laid down in the relevant provisions contained in the Jammu and Kashmir Public Service Commission (Business and Procedure) Rules, 2021, read with the rules given below shall be followed.

8. **Objective Type/Multiple Choice Questions based Screening Test/Written Examination (Preliminary)/Written Examination (Main) :-**

The Commission may conduct Screening Test/Written Examination (Preliminary)/ Written Examination (Main) comprising of Objective Type/Multiple Choice Questions with negative marking in an online manner (Computer Based Examination) or in an offline manner (based on OMR answer sheet technology) as per the provisions contained in the J&K Public Service Commission (Business and Procedure Rules), 2021, as amended from time to time.

Provided that the online Computer Based Examination (Screening/Preliminary/ Main) may be conducted in a single shift with the same question paper or in different shifts with different sets of question papers depending upon the total number of candidates who have to take the test and the number of computer terminals available to the Commission at the particular date

for Computer based Screening Test/Written Examination (Preliminary)/Written Examination (Main).

Provided further that marks scored by candidates in the Computer Based Examinations, if conducted in multiple shifts, will be normalized by using the formula approved by the Commission and such normalized score will be used to determine final merit and cut off marks.

**9. Computer Based Examination (Online) based on Objective Type/ Multiple Choice Questions (MCQ) with negative marking :-**

- (a) The Computer Based Examination (CBE) (objective type/ (MCQ based)) through online mode will comprise of such number of questions as may be prescribed/decided by the Chairman from time to time of 01 (one) mark each to be answered in 120 minutes (two hours), on the basis of syllabus approved by the Commission for the examination. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to click on the circle adjacent to the answer option he / she think is correct.
- (b) There will be negative marking for incorrect answers for all questions as detailed below:-
  - (i) There are four options for the answer to every question. For each question for which wrong answer has been given by the candidate, one-fourth (0.25) of the marks assigned to that question will be deducted as penalty;
  - (ii) If the candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question;
  - (iii) If a question is left blank i.e., no answer is given by the candidate, there will be no penalty for that question.

- (c) The Provisional Answer Key of CBE (Objective Type/ MCQ based) shall be uploaded online on the 'MY EXAMINATION MY ONLINE REVIEW' in the User IDs of all appeared candidates immediately/as soon as possible after its conduct for inviting objection(s) for which 03 (three) days time from the day of publishing of provisional answer key [day of publishing of the answer key plus next 3 (three) days up to 11.59 P.M. of the last date of receipt of objections after which the link will be disabled] shall be given to examinees to submit their objection(s) in an online mode only along with such fee as may be prescribed by the Commission from time to time (refundable in case the objections/ representations are upheld). Objection(s)/ representation(s) submitted in any other mode will not be entertained.
- (d) On receipt of such objections, if it is prima-facie found that:
- i. the formulation/text of the question(s) is/are admissible to different interpretations because of vagueness; or
  - ii. the question(s) recorded in the paper is/are incomplete; or
  - iii. that all the options recorded vis-à-vis a question are wrong; or
  - iv. that more than two options recorded vis-à-vis a question are correct; or
  - v. that the option notified in the provisional answer key vis-à-vis a question is incorrect.

The Controller of Examinations shall in that eventuality refer all these objections to a team of Experts constituted with the approval of the Chairman for the purpose. The team shall comprise not less than two experts in the subject, and in case the team of the experts confirm that the formulation/ text of the question(s) is/ are admissible to different interpretations because of vagueness or that the question (s) recorded in the paper is/ are incomplete or that all the options recorded vis-à-vis a question are wrong or that more than two options recorded vis-à-vis a

question are correct [as indicated in para d (i) to d (iv) above], the concerned question(s) shall be deleted from the paper and the mark(s) allocated thereof shall be individually added to the marks secured by the individual candidates to ensure that the mark(s) allocated for the question paper as a whole remain unchanged.

In case the team of experts confirms that the option notified in the provisional answer key vis-à-vis a question(s) is incorrect, [as indicated in para d(v) above], the same shall be corrected and the correct option shall be incorporated in the final/ revised answer key.

- (e) The decision of the team of experts shall be final and binding upon all stake holders.
- (f) Based on the decision/recommendations of the experts, the Controller of Examinations shall, with the approval of Chairman, notify the Final/ Revised Answer Key before the declaration of result and use it for assessing the Answer Scripts and to prepare a category wise list of candidates for consideration.

**10. OMR based Offline Screening Test / Written Examination (Preliminary) / Written Examination with negative marking :-**

- (a) The OMR based offline Screening Test /Written Examination (Preliminary)/ Written Examination will comprise of such number of questions as may be prescribed/decided by the Chairman from time to time of 01 (one) mark each, to be answered in 120 minutes (two hours), on the basis of syllabus approved by the Commission for the test/examination. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to encircle / blacken the option he / she thinks is right / correct on the OMR answer sheet with blue / black ball pen.



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- (b) There will be negative marking for incorrect answers for all questions as detailed below:-
- (i) There are four options for the answer to every question. For each question for which wrong answer has been given by the candidate, one-fourth (0.25) of the marks assigned to that question will be deducted as penalty;
  - (ii) If the candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question;
  - (iii) If a question is left blank i.e., no answer is given by the candidate, there will be no penalty for that question.
- (c) The Provisional Answer Key of the offline Screening Test/ Written Examination (Preliminary)/ Written Examination shall be notified and uploaded on the website of the Commission immediately/ as soon as possible after the conduct of Offline Screening Test/ Written Examination (Preliminary)/ Written Examination for inviting objections from the candidates who have taken the test/ examination for which 03 (three) days' time (day of publishing the provisional answer key plus three days up to 05.00 P.M. of the prescribed last date of receipt of objections) shall be given. The objections shall be received on a prescribed format, through offline or online mode, as may be prescribed, along with such fee in the shape of demand draft drawn in favor of Controller of Examinations, J&KPSC, as may be prescribed by the Commission from time to time (refundable in case the objections are upheld). Objection(s) submitted in any other mode will not be entertained.

- (d) On receipt of such objections, if it is prima-facie found that:
- i. the formulation/text of the question(s) is/are admissible to different interpretations because of vagueness; or
  - ii. the question(s) recorded in the paper is/are incomplete; or
  - iii. that all the options recorded vis-à-vis a question are wrong; or
  - iv. that more than two options recorded are correct vis-à-vis a question; or
  - v. that the option notified in the provisional answer key vis-à-vis question is incorrect.

The Controller of Examinations shall in that eventuality refer all these objections to a team of Experts constituted with the approval of the Chairman for the purpose. The team shall comprise not less than two experts in the subject, and in case the team of the experts confirm that the formulation/ text of the question(s) is/ are admissible to different interpretations because of vagueness or that the question (s) recorded in the paper is/ are incomplete or that all the options recorded vis-à-vis a question are wrong or that more than two options recorded vis-à-vis a question are correct [as indicated in para d (i) to d(iv) above], the concerned question(s) shall be deleted from the paper and the mark(s) allocated thereof shall be individually added to the marks secured by the individual candidates to ensure that the mark(s) allocated for the question paper as a whole remain unchanged.

In case the team of experts confirms that the option notified in the provisional answer key vis-à-vis a question(s) is incorrect [as indicated in para d(v) above] the same shall be corrected and the correct option shall be

incorporated in the final/ revised answer key.

- (e) The decision of the team of experts shall be final and binding upon all the stake holders.
- (f) Based on the decision of Experts, the Controller of Examinations, shall, with the approval of the Chairman, notify the Final/ Revised Answer key, before declaration of the result.
- (g) The OMR sheets of the candidates who appeared in the Offline Screening Test/Written Examination (Preliminary)/ Written Examination shall be scanned and evaluated by using the notified Final/ Revised Answer key to prepare category-wise list of candidates for consideration.

**11. Provision of Carbon copy of the OMR response sheet to the candidates :-**

The candidates appearing in Objective/Multiple Choice Question (MCQ) based Screening Tests/Written Examination/Written Examination (Preliminary) on OMR sheets shall be provided carbon copy of their Response Sheets (OMR) by detaching the same after examination/test is over.

**12. Written Examination (Descriptive) :-**

The Commission may also conduct written examination/s including Departmental Examinations in a pen-paper mode (descriptive) and the Answer Scripts may be got evaluated/ examined either in a physical manner or when the number of Answer Scripts is more than 500 or as otherwise decided by the Chairman on a case to case basis, through Digital Evaluation/ On Screen Marking.

**ISSUE OF ADMISSION CARD**

13. *Issue of admission card* :- On receipt of the application form complete in all respects, the Controller of Examinations shall, if the candidate is found provisionally eligible to appear in the examination, allot him/her a roll number and issue him/her Admission card for appearing in the examination. The candidates shall act strictly as per the instructions printed on the admit card and such instructions shall be deemed to be a part of these rules.

Notwithstanding anything contained in any other provision/(s), the authorization for participation in any examination/screening test or interview intimated through downloaded e-call letters, notification or otherwise shall and shall always be provisional and subject to change at any stage of the selection process in consequence of discovery of ineligibility for any reason whatsoever, and all actions taken in absence of such knowledge of ineligibility shall be non-est for all purposes.

14. *Issue of duplicate admit card*: -

- (a) The Controller of Examinations may, if he/she is satisfied that the admit card issued to a candidate has been lost or destroyed, issue a duplicate admit card to him/her on payment of a fee as may be prescribed by the Commission from time to time, through a demand draft drawn in favour of Controller of Examinations, J&KPSC. Till such time as the duplicate admit card is issued, the Supervisor may provisionally permit the candidate to take the examination after proper identification, provided that the name of such candidate is included in the list supplied by the Controller of Examinations to the Supervisor.

- (b) Before allowing such candidates to take the examination, the Supervisor shall obtain clear undertaking in the prescribed format from the concerned candidate to the effect that if it is subsequently found that no admit card has been issued to the candidate for one reason or the other, the candidate cannot claim any right of his or her taking the examination in the subject.
- (c) The Supervisor shall forthwith report this fact to the Controller of Examinations.

#### **EXAMINATION HALL**

- 15. ***Admission to the Examination Hall*** :- No candidate shall be admitted to the examination hall unless he/she holds a valid admit card issued by the Controller of Examinations. If the Supervisor is in doubt about the identity of the particular candidate, he/she may require him/her to prove his/her identity and if the candidate fails to completely satisfy him/her, he/she (Supervisor) may allow the candidate to sit in the examination provisionally. The Supervisor shall thereupon immediately report the fact to the Controller of Examinations for orders of the Commission.
- 16. ***Entry of candidates in the Examination Hall***:- Entry into the Examination hall shall be closed 15 minutes before the scheduled commencement of the Examination. No candidate shall be allowed entry into the examination venue after such scheduled closure of entry. No functionary has any discretion in this regard.

No candidate should be allowed to leave the examination hall until after the expiry of the full time earmarked for the paper. However, if a candidate falls seriously ill and is unable to write the examination any longer, the question paper and the complete OMR/Answer Sheet along with the carbon copy of the

Response Sheet shall be taken from him and he/ she may be allowed to leave the Examination Hall for obtaining/ receiving medical treatment.

**17. Providing of assistance of an amanuensis (scribe) :-**

- (a) On the request of a visually impaired (Blind) or any other candidate with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is permanently affected to the extent of slowing the performance or function (minimum of 40% impairment), the candidate shall be provided assistance of an amanuensis (Scribe) on production of a Disability Certificate issued by the Standing Medical Board or a Medical Board constituted by the Government for the purpose. After verifying the genuineness of the certificate/satisfying itself, the Commission may either itself provide services of a scribe to the candidate on the day of examination or allow the candidate to bring a scribe of his/ her choice. The scribe should be a Domicile of the Union Territory of J&K and should have at least one qualification/ class below than the requirement for the post applied for by the candidate(s) and further should be from an academic stream/ discipline different from that stipulated for the post. The scribe shall be paid remuneration charges by the Commission equivalent to the honorarium paid to the Invigilator.

Provided the concerned Centre Supervisor shall ensure that the scribe provided to the candidate shall not extend any assistance/help to the candidate in solving the question(s).

- (b) Compensatory time of **20 minutes per hour** shall be permitted for the visually impaired (Blind) candidates and candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance or function (minimum of 40%

impairment) as certified by a Standing Medical Board or a Medical Board constituted by the Government for the purpose.

**Note:** For the purpose of this rule, the candidate shall be deemed to be a blind candidate, if the percentage of visual impairment is forty (40%) percent or more.

- (c) The request for the scribe along with documentary proof shall have to be made to the Controller of Examinations, J&K PSC at least five working days in advance, failing which no such request shall be accepted.
- (d) In case the candidate intends to use his/ her own scribe, he/she shall have to provide a letter of undertaking for using own scribe alongwith documentary evidence [as per para (a) above] to the Controller of Examination, J&K PSC at least five working days in advance, failing which no such request shall be entertained.

- 18. **Inspections :-** The Commission may detail, any person to inspect/ observe the conduct of examination at any center and report his observations to the Chairman.
- 19. **Instructions for candidates :-** Candidates shall answer questions in a clear and legible hand and strictly act upon the instructions printed on the cover page of the answer books. Such instructions shall be deemed to form part of these rules.
- 20. **Announcement in the Examination Hall :-** Every day before the commencement of the examination, the Supervisor shall call upon all the candidates to search their pockets and part with and deliver to him/ her all papers, books or notes which they may have in their possession.

The Supervisor shall forward to the Controller of Examinations every day a

declaration signed by him/her and witnessed by the Invigilators on duty to the effect that he/she as a matter of fact, called upon the candidates to search their pockets and to surrender all papers, books and notes in their possession.

Provided that only bare Acts specifically authorized by the Government/competent authority for that particular examination shall be allowed to be made use of by the examinees.

#### **APPOINTMENT OF PAPER SETTERS/ SUPERVISORS**

- 21. Appointment of Paper Setters/ Examiners/ Evaluators :-** The Controller of Examinations shall put up the file to the Chairman for nominating Paper Setters/Examiners/Evaluators for setting of question papers/evaluating Answer Scripts, respectively. The Paper Setter/Examiner/Evaluator shall be paid such remuneration as may from time to time be fixed by the Commission. All Paper Setters/Examiners/Evaluators will be required to strictly adhere to the instructions for setting the question papers and for marking/evaluating the Answer Scripts respectively and these instructions shall be deemed to form a part of these rules.

Provided that where the number of examinees in any paper relating to an examination other than an objective type/MCQ based Screening Test/ Written Examination (Preliminary) /Written Examination is large or it is otherwise considered necessary by the Chairman, he may appoint a Head Examiner/Head Evaluator to exercise a random check (not less than 10% of the Answer Scripts). If the Head Examiner/Head Evaluator deems it necessary to alter the marks awarded by the Examiner, he shall do so under his own signatures.

- 22. Printing of Question Papers and their safe custody :-** The question papers shall



be forwarded by the Paper Setters to the Controller of Examinations who will keep them sealed in safe custody. The Controller of Examinations shall, after obtaining the approval of Chairman, arrange for the printing of the same, well before the commencement of the Examination. The Answer key to the question papers of the Multiple Choice Questions OMR based Screening Tests/Written Examination/ Written Examination (Preliminary) shall remain under the personal custody of the Chairman.

- 23. Appointment of Supervisory Staff :-** The Controller of Examinations shall, with the approval of the Chairman, appoint suitable persons as Supervisors, Invigilators and other staff, who may be drawn from any department of the Government, including Professor/Asstt. Professor of Universities, Colleges and Principal/Vice-Principal of Hr. Secondary Schools, as may be necessary, on such remuneration as may be fixed by the Commission from time to time. The Supervisors and other staff shall strictly adhere to the instructions which may be issued/ prescribed in this behalf and such instructions shall be deemed to form a part of these rules.
- 24. List of candidates permitted to be provided to the Supervisors :-** As far as practicable, the Controller of Examinations shall, before the commencement of the examination, provide to the Supervisor(s) appointed to conduct the examination at each center, a list of the candidates with full particulars and roll numbers who have been permitted to appear at that center and the subject or subjects in which they are taking the examination.
- 25. Detection of wrongly printed Question/ Answers/ Keys and procedure for rectification thereof in the case of Descriptive Type Examination as well**

**as examination(s) based on Objective Type/ Multiple Choice Questions :-**

- (a) If during the course of examination, it is revealed, on scrutiny of the question paper by the Invigilating Staff, officers/officials of the Examination wing in the Commission or in consequence of a representation(s) made by the examinee(s) that:-
- i. the question paper has printing error(s), misprint or that the material printed is not legible; or
  - ii. the question(s) have been repeated/ or is/ are not complete; or
  - iii. the question(s)/answer(s)/part(s) thereof have escaped printing and the serial numbers have in consequence been disturbed.
- (b) The matter shall be immediately reported to the Controller of Examinations who on verification of the report shall authorize the rectification of the error through an on spot announcement by the Centre Supervisor(s) in all the examination centers for which a certificate of rectification shall be recorded by the Supervisor(s) concerned and forwarded to the Controller of Examinations for record.

**26. Detection of wrong question/(s) in case of Descriptive Type Written Examination and procedure for rectification thereof :-**

- (a) If during the course of examination, it is revealed on the scrutiny of the question paper by the Invigilation staff, officials/officers of the Examination wing of the Commission or on a representation received from the candidates/ examinees within a period of three days commencing from the day following the day of conduct of examination in that paper, it is prima-facie found that:
- (i) the formulation/text of the question(s) is/ are admissible to different

- interpretations because of vagueness; or
- (ii) the question(s) is/ are out of the syllabus notified for the purpose.
- (b) The Controller of Examinations shall in that eventuality refer all these representations to a team of experts constituted with the approval of the Chairman for the purpose. The team shall comprise not less than two experts in the subject. The findings and recommendation of the Expert Committee shall be final and binding upon all the stake holders.

**UNFAIR MEANS, MISBEHAVIOUR, ETC.**

27. **Unfair means :-** Use of unfair means by a candidate means and includes: -
- (a) possessing of papers, notes or books, communication devices, electronic equipment/gadget or any other material with the intention of receiving assistance; or giving assistance; or
- (b) receiving help or giving help to another candidate from any paper, note or book, communication device, electronic equipment/gadget or any like device or allowing any other candidate to copy from his answer book/rough sheet or devices/equipment/gadgets in whatever form; or
- (c) taking examination with notes written on any part of his clothing or body or table or desk or any other instrument, or consulting papers, notes or books inside/ outside the examination hall during the examination hours before handing over his answer books; or.
- (d) possessing of an unauthorized extra answer book or continuation book or smuggling of an answer book or a continuation book or replacing the answerbook or continuation book during or after the examination; or
- (e) obtaining admission to an examination on false representation made on his/ her admission form, or furnishing incorrect information, or tampering with

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documents, certificates or forging another person's signature on his/ her admission form, or suppressing any material information; or

- (f) communicating or attempting to communicate with any of the examiners in any manner whatsoever, with the object of influencing the award of marks etc. or having made an appeal to the examiner in his answer book for special consideration, or of disclosing the identity or making peculiar marks in his answer book for that purpose, or of using indecent language in the answer book; or
- (g) impersonation; or
- (h) canvassing support or pressuring the authorities associated with conducting of examinations for any undue favour; or
- (i) circulation of unverified information/content through print/electronic media, (including social media platforms) relating to the conduct of examination.

**28. Misbehavior :-** Misbehavior by a candidate means and includes: -

- (a) changing the seat or roll number card; or
- (b) disobeying the orders of the Supervisory staff, or creating or attempting to create disturbance in or around the examination hall, preventing or attempting to prevent other candidates from taking the examination or organizing or attempting to organize or participating in a walk out or strike, or resorting to violence; or
- (c) leaving the examination hall without delivering the answer book to the Invigilator concerned and taking away the same, or intentionally tearing the answer book or continuation book or any part thereof inside or outside the examination hall; or
- (d) possessing paper notes, any incriminating material, or books or any object, in violation of the instructions of the Commission and such announcements as may

be made by the Supervisor even if such possession is claimed as inadvertent.

**29. Supervisor's/ Examiner's duty where a candidate has used unfair means and/ or misbehaved :-**

A candidate who has misbehaved and/or is found or suspected to have used unfair means in the examination shall be permitted to answer the remaining part of his question paper, but on a separate answer book and the answer book in which the use of unfair means is suspected shall be seized by the Supervisor along with other relevant material, if any found in possession of the candidate. The Supervisor shall also call upon the candidate to submit his explanation with regard to such misbehavior in question and send both the answer book along with other relevant material to the Controller of Examinations with his report, giving full particulars of the case and the explanation tendered, if any, by the candidate for orders of the Commission. The material so recovered from the candidate should be got signed by the candidate and authenticated by the supervisory staff. This will not effect the candidate's right to appear in the remaining papers of the particular examination.

**30. Show Cause Notice :-** The cases involving use of unfair means/misbehavior reported by the Supervisors/Examiners shall be examined in detail by the Controller of Examinations. Subject to his satisfaction about the existence of a prima facie case, he shall cause a show cause notice to be issued and served upon the candidate to allow him an opportunity to explain his conduct. He may also grant the candidate an opportunity of being heard in person.

- 31. Unfair means Committee :-** The Controller of Examinations shall after considering the report of the Supervisors/Examiners, the incriminating material, defense put forth and/or evidence or material adduced/advanced by the candidate, make out a report of facts and inferences for consideration of “Committee on Unfair means” constituted for the purpose. The Committee shall consist of one or two members of the Commission and shall be constituted, as far as possible, for a minimum tenure of one year.

The Committee shall examine the cases in detail and return its recommendations for consideration and decision by the Commission.

**32. Punishment :-**

- (a) Any candidate who is found to have acted or attempted action described in sub-clause (f) of Rule 27 shall be declared as having failed in the concerned paper and in case of repetition thereof, shall be declared as having failed in the full examination.
- (b) Any candidate who is found to have used or attempted to use unfair means as defined in other sub-clauses of Rule 27 or is found to have misbehaved under Rule 28, shall:
- (i) If he is first time offender, be declared as having failed in that examination and may also be disqualified from appearing in one such and/or other examination(s) held by the Commission in future, depending upon the extent and degree of default; and
- (ii) If he is a repeat offender, be declared as having failed in that examination and shall also be disqualified from appearing in one or more such and/ or other examinations held by the Commission in future or debarred

permanently by the Commission, depending upon the extent and degree of default.

- (c) Any candidate who is a Government servant and is found guilty of misbehavior shall in addition to the action prescribed herein before be liable to such disciplinary action as the Competent Authority in the Government may deem fit under the relevant rules.

**MISCONDUCT BY EXAMINER/ SUPERVISOR ETC.**

- 33. Misconduct by Examiners/ Supervisory Staff :-** If, at any stage it comes to the notice of the Commission that the Examiner, Evaluator or Supervisor or any other person detailed on duty for the conduct of any examination has been derelict in performing the functions assigned to him/her, or has allowed himself/ herself to be influenced in any way, or has not followed the instructions with regard to setting of papers/marking of scripts or conduct of examination or had given any chance for using unfair means in the examination hall, it may pass orders debarring such person from appointment in any capacity in the conduct of the examinations or in work related to the Commission either permanently or for a specified period, and also recommend initiation of disciplinary action against the delinquent officer/official by the Controlling Authority.

**DESPATCH OF ANSWER SCRIPTS**

- 34. Dispatch of scripts by the Supervisor to the Controller of Examinations :-** On expiry of the time allowed for answering a paper, the Supervisor shall collect all the answer books/ scripts, pack them in a cloth or cloth-lined cover, affix seals thereon, put them in a box/ boxes and forward them to the Controller of Examinations.

**MARKING / EVALUATION OF ANSWER SCRIPTS / BOOKS (DESCRIPTIVE) IN A PHYSICAL MANNER**

**35. Procedure to be adopted when the Answer Scripts/ Books (descriptive) are to be marked /evaluated in a physical manner :-**

- (a) After the sealed cloth or cloth lined box/boxes containing Answer Scripts/ Books have been received by the Controller of Examinations from the Supervisors of the various Centers, they will be opened by him and checked/verified through a team of officers/officials constituted for the purpose with the date-wise attendance statements furnished by the Supervisors. After mixing the Answer Scripts/ Books from different centers, secret codes shall be applied. The corners containing secret codes shall be cut and put in an envelope to be duly sealed and kept in the personal custody of the Chairman. The Answer Scripts/ Books shall thereafter be sent to such of the Examiners as may have been appointed along with the copy of instructions for marking / evaluating the answer scripts/ books. The Examiners shall strictly adhere to these instructions.
- (b) The number of answer scripts/ books to be provided or sent to each examiner shall be fixed by the Controller of Examination with prior approval of the Chairman.
- (c) Ordinarily six weeks time shall be allowed for the assessment /evaluation of the answer scripts/ books and their return, but the Controller of Examination may in special circumstances and on request made by the examiner, extend the time by another 15 days.



- (d) If an examiner fails to return the answer scripts/ books within the prescribed period of time, the matter shall be placed immediately before the Chairman for orders.
- (e) If an examiner is unable to assess the answer scripts/ books, for any reason, within the time prescribed by the Controller of Examination, he shall immediately return the answer scripts/ books to the Controller of Examinations. The Chairman shall in such a case appoint another examiner from amongst the panel of examiners.
- (f) If an examiner fails to comply with the instructions/order of the Commission, or fails to cooperate with the Commission or other examiners, or is found negligent in the discharge of his duties as an examiner, or is found divulging the secrecy of the examination or of misconduct or anything undesirable on his part has come to notice, the fact shall be brought to the notice of the Chairman, and the Chairman may strike off the name of such examiner from the panel of examiners for a specified period or permanently, and may also proceed against him otherwise also as per the requirement of the situation.
- (g) The Controller of Examination shall submit a report to the Chairman indicating the position regarding the assessment and return of answer scripts/ books immediately after the expiry of the prescribed time limit.

**36. Procedure to be adopted for Scrutiny/Rechecking of Answer Scripts/ Books (descriptive) which have been received back after marking/evaluation in a physical manner :-**

- (a) After the Answer Scripts/ Books have been received back from the Examiners duly checked/evaluated in a physical manner, these will be scrutinized in the Secrecy Section by a team of officers/ officials constituted for the purpose

under the supervision of the Controller of Examination to determine whether the Examiner/Head Examiner has made any error in totaling the marks awarded by him or has left any Question unmarked.

- (b) If it is found that the Examiner has left any question unmarked, the Controller of Examinations shall, with the prior approval of the Chairman, re-send such Answer Scripts/ Books to the Examiner for marking. On receipt of the same, after rectification by the Examiner, necessary change/modification shall be made for tabulation by the Controller of Examinations with the approval of the Chairman. However, the Examiner shall not alter the marks already awarded by him nor shall he be competent to add/delete any mark/marks already awarded by him.
- (c) All arithmetical errors and omissions in totaling or awarding marks inconsistent with the instructions issued in that regard shall be rectified by the Controller of Examinations, with the approval of the Chairman.
- (d) In case any tampering or overwriting is noticed during the course of scrutiny by the Controller of Examinations and such overwriting or tampering has prima facie been effected subsequently, only the marks originally awarded by the Examiner/Head Examiner shall be taken into account for purposes of tabulations.

#### **DIGITAL EVALUATION/ON SCREEN MARKING**

#### **37. Procedure to be followed when Answer Scripts/ Books (descriptive) have to be sent for Digital Evaluation/On Screen Marking**

- (a) After the sealed cloth or cloth lined boxes containing the Answer Scripts/ Books have been received by the Controller of Examinations from the Supervisors of the various Centers, these will be opened by him through a

team of officers/officials constituted for the purpose and checked with the date-wise attendance statements, etc. furnished by the Supervisors. After mixing the Answer Scripts/ Books from different centers, secret codes shall be applied. The corners containing secret codes shall be cut and put in an envelope to be duly sealed and kept in the personal custody of the Chairman.

- (b) The Answer Scripts/ Books shall then be handed over to the Agency selected for Digital Evaluation/On Screen Marking for making the Answer Scripts/ Books ready for Digital Evaluation/On Screen Marking.
- (c) The Agency selected for Digital Evaluation/On Screen marking shall affix their own secret codes/bar-codes for mapping the Answer Scripts/ Books;
- (d) Thereafter, the Agency shall, under the supervision of Controller of Examinations through a team of officers/officials constituted for the purpose, scan and digitize the Answer Scripts/ Books and upload the same on the cloud of the designated agency. The physical copies of the Answer Scripts/ Books shall be returned to the Controller of Examinations for safe custody;
- (e) The Agency shall ensure the security of the cloud, on which the scanned /digitized copies of Answer Scripts/ Books have been uploaded, against any cyber-attack/mal-function.
- (f) The Agency shall ensure that the digitally scanned Answer Scripts/ Books are made available at the Evaluation Centre to be identified by the Commission so that the scanned Answer Scripts/ Books are Digitally Evaluated/On Screen Marked strictly as per laid down parameters with due diligence and caution.

**38. Procedure to be adopted for scrutiny/ rechecking of Scanned Answer Scripts/**

**Books after they have been subjected to Digital Evaluation/ On Screen Marking**

After the Examiner/Evaluator/Head Examiner/Head Evaluator has completed the process of Digital Evaluation/On Screen Marking and submitted the digitally evaluated Answer Scripts/ Books, the Agency shall once again get all these Digitally Evaluated/ On-Screen Marked Answer Scripts/ Books scrutinized/re-checked by a different set(s) of Examiners/Evaluators through non-editable links to ensure that proper annotations have been made on digitally evaluated/on-screen marked Answer Scripts/ Books; that Question Paper Rules have been followed; that none of the question has been left unmarked; that the Answer Scripts/ Books are free from all errors, including totaling error, etc. A certificate to this effect, as per the prescribed format, shall also be obtained from the Agency before tabulation of marks and declaration of results thereafter.

**THIRD PARTY EVALUATION**

- 39. Third party Evaluation of the process of Digital Evaluation/On Screen Marking :-**  
In case of Digital/On Screen evaluation, the Controller of Examinations under the orders of Chairman shall, on sample basis, undertake third party evaluation of procedures/processes related to Digital Evaluation/On Screen marking from reputed organizations like (STQC) Ministry of Electronics and Information Technology (MEITY) Government of India. If the agency responsible for Digital Evaluation/On Screen Marking has already been evaluated by the STQC, a certificate to this effect shall be obtained from the agency that third party evaluation of examination related processes has already been carried out by STQC.

**MARKING/ EVALUATION OF OMR SHEETS**

**40. Procedure to be adopted/followed for scanning and evaluation of OMR sheets**

- (a) After the sealed cloth or cloth lined boxes containing the used OMR sheets of the candidates who appeared in the offline Screening Test/ Written Examination (Preliminary)/ Written Examination have been received by the Controller of Examinations from the Supervisors of various centers, they will be opened by him and checked and verified through a team, of officers/officials constituted for the purpose with the date wise attendance statements, etc., furnished by the Supervisors.
- (b) The images of all the used OMR Sheets will be first scanned/ captured with the help of Image Scanner and crossed checked with the date wise attendance sheets and other statements furnished by the Supervisors. The data/electronic devices containing the scanned images of the used OMR sheets will be kept in the personal custody of the Controller of Examinations.
- (c) The used OMR (Optical Mark Recognition) sheets will then be processed in the OMR Recognition Reader for processing/assessing the results.
- (d) The scanned images of the used OMR sheets will be compared and checked/verified with the result obtained from the OMR Reader and discrepancies, if any, will be sorted out before tabulation of results.
- (e) The Final Revised answer key shall be used by the Controller of Examinations to scan and evaluate the used OMR sheets to prepare the category wise list of candidates for consideration of the Commission.

**TABULATION & ANNOUNCEMENT OF RESULTS**

- 41. Tabulation of Results :-** After receiving the data of evaluated Answer Scripts/

Books, the same shall be mapped by the Controller of Examinations with the corresponding corners kept in the custody of the Chairman with the assistance of a computer professional and the category wise Roll Order/ Merit Order/ Select List shall be prepared to be placed before the Commission for its approval/ consideration.

**42. Announcement of results :-**

- (a) The Controller of Examinations shall, with the approval of the Commission arrange the announcement of the results of all the examinations including the Competitive as well as Departmental Examinations as early as possible and notify the result on the official website immediately with copies to Director, Information Department for its wide publication.
- (b) The Controller of Examinations shall submit the list of eligible candidates who have qualified the Screening Test/ Written Examination (Preliminary) / Written Examination (Main) in a Competitive Examination to the Secretary enabling him to set in motion the process for viva voce/submitting recommendations to the Government.

**SCRUTINY OF MARKS/ ANSWER SCRIPTS: COMPETITIVE EXAMINATION**

**43. Scrutiny of marks/Answer Scripts/ Books after the declaration of results of Competitive Examination (Descriptive) :-**

- (a) Any candidate who has taken the Competitive Examination (descriptive), may apply to the Controller of Examinations within a period of fifteen (15) days of the date of declaration of result/uploading of the result on the official website, for scrutiny of his/her marks/ Answer Scripts/ Books.
- (b) All such applications shall be accompanied by a demand draft drawn in favour of the Controller of Examinations, J&KPSC, on account of scrutiny fee as may

be prescribed by the Commission from time to time.

- (c) On receipt of such applications, the Controller of Examinations will scrutinize the Answer Script/(s) of the candidate concerned and see whether the Examiner has made any error in totaling the marks awarded by him or has left any question unmarked.
- (d) If the Controller of Examinations finds that the Examiner has not, while examining the answer scripts/ books, committed any such error or omission as mentioned in sub-rule (c) he shall reject the application and communicate the results of the scrutiny to the candidate.

Provided that in case a candidate still feels aggrieved he/she may make a representation to the Chairman who may, if necessary, give an opportunity of being heard to such a candidate and take such action as may be appropriate.

- (e) If, it is found that the Examiner has left any question unmarked, the Controller of Examinations shall, with the prior approval of the Chairman, send back the answer script/ book of the candidate to the Examiner for marking, and if after the receipt of the report of the Examiner, the result involves any change, modification of the same shall be notified/uploaded on the official website well before the conclusion of Viva Voce/Interview.
- (f) On receipt of the answer script/ book under rule (e) the Examiner shall not alter the marks already awarded by him to the answer nor shall he be competent to add/delete any mark(s) to any other answer.
- (g) A candidate shall be entitled to the refund of scrutiny fee in case the scrutiny has materially changed the outcome of the result of the paper(s) declared in favour of the candidate.
- (h) No request for scrutiny of marks/ Answer Scripts/ Books shall be entertained after the prescribed date on any ground, whatsoever.

**SCRUTINY OF MARKS/ANSWER SCRIPTS: DEPARTMENTAL EXAMINATION**

**44. Scrutiny of marks/Answer Scripts/ Books after the declaration results of Departmental examination (Descriptive) :-**

- (a) Any candidate, who has taken the Departmental Examination, may apply to the Controller of Examinations for scrutiny of his/her marks/Answer Scripts/ Books within a period of one month (thirty days) of the date of declaration of result /uploading on the official website.
- (b) All such applications shall be accompanied by a demand draft drawn in favor of Controller of Examinations, J&KPSC, on account of scrutiny fee as may be prescribed by the Commission from time to time.
- (c) On receipt of such applications the Controller of Examinations will scrutinize the Answer Scripts/ Books of the candidate concerned and see whether the Examiner has made any error in totaling the marks awarded by him or has left any question unmarked.
- (d) If the Controller of Examinations finds that the Examiner has not while examining the answer scripts/ books committed any such error or omission as mentioned in sub-rule (c) he shall reject the application and communicate the results of the scrutiny to the candidate.

Provided that in case a candidate still feels aggrieved he/she may make a representation to the Chairman who may, if necessary, give an opportunity of being heard to such a candidate and take such action as may be appropriate.

- (e) If, it is found that the Examiner has left any question unmarked, the Controller of Examinations shall, with the prior approval of Chairman, send back the answer script/ book of the candidate to the Examiner for marking, and if after the receipt of the report of the Examiner, the result involves any change,



modification of the same shall be notified/uploaded on the official website.

- (f) On receipt of the answer script under rule (e) the Examiner shall not alter the marks already awarded by him to the answer nor shall he be competent to add/delete any mark(s) to any other answer.
- (g) A candidate shall be entitled to the refund of scrutiny fee in case the scrutiny has materially changed the outcome of the result of the papers declared in the favor of the candidate.
- (h) No request for scrutiny of marks/answer scripts shall be entertained on any ground whatsoever, after the prescribed date.

#### **SCRUTINY OF OMR SHEETS: COMPETITIVE EXAMINATIONS**

##### **45. Scrutiny of marks/OMR Sheet/(s) after the declaration of results of Competitive Examination (OMR Based) :-**

- (a) Any candidate who has taken the OMR based Competitive Examination (Screening Test/Written Examination (Preliminary)/ Written Examination, may apply to the Controller of Examinations within a period of fifteen (15) days of the date of declaration of result/uploading of the result on the official website, for scrutiny of his/her OMR sheet/(s).
- (b) All such applications shall be accompanied by a demand draft drawn in favor of Controller of Examinations, on account of scrutiny fee as may be prescribed by the Commission from time to time.
- (c) On receipt of such applications, the Controller of Examinations will scrutinize the used OMR Sheet/(s) of the candidate concerned and see whether there has been any error in the totaling of marks or whether any question has

been left unmarked.

- (d) If the Controller of Examinations finds that no such error or omission, as mentioned in sub-rule (c), has been committed, he shall reject the application and communicate the results of the scrutiny to the candidate.

Provided that in case a candidate still feels aggrieved he/she may make a representation to the Chairman who may, if necessary, give an opportunity of being heard to such a candidate and take such action as may be appropriate.

- (e) If, it is found that any question/(s) has been left unmarked, the Controller of Examinations shall, with the prior approval of the Chairman, get the OMR sheet scanned once again and if after the scanning through OMR Reader, the result involves any change, modification of the same shall be notified/uploaded on the official website well before the conclusion of Viva Voce/Interview/submitting recommendations to the government.
- (f) A candidate shall be entitled to the refund of scrutiny fee in case the scrutiny has materially changed the outcome of the result of the paper(s) declared in favor of the candidate.
- (g) No request for scrutiny of marks/OMR Sheets after the prescribed date shall be entertained on any ground, whatsoever.

#### **NO RE-EVALUATION**

- 46. Re-Evaluation of Answer Scripts / OMR Answer Sheets not to be allowed :-** Re-evaluation of Answer Scripts/OMR answer sheets of the candidates who have appeared in the written examination(s) / offline/ online Screening Test(s) conducted by the Commission will not be allowed on any ground/(s) what so ever.

**RECOMMENDATION(S) OF THE COMMISSION**

- 47. Recommendation(s) of the Commission :-** After the final selection is made, a list of selected candidates will be notified according to the merit, and submitted to the Government under the signatures of the Secretary.

**INSPECTION OF ANSWER SCRIPTS/ BOOKS**

- 48. Inspection of answer scripts/ books (Competitive Examination: Descriptive) to be allowed only after the submission of recommendation(s) to the Government.**

- (a) Any candidate who has taken the Competitive Examination (Descriptive) may apply to the Controller of Examination for inspection of his/ her answer scripts/ books only after the Commission has submitted its recommendations to the Government and within such number of days/ period as may be specified by the Commission in its Record Retention Schedule as amended from time to time.
- (b) All such applications shall be accompanied by a Demand Draft in favour of Controller of Examination, J&K PSC on account of inspection fee, as may be prescribed by the Commission from time to time.
- (c) On receipt of such applications, the Controller of Examination will facilitate the inspection of answer scripts/ books.
- (d) No request of inspection of answer scripts/ books shall be entertained after the prescribed date on any ground whatsoever.
- (e) No request for provision of copies/ certified copies books shall be entertained on any ground whatsoever.

- 49. Inspection of answer scripts/ books (Departmental Examination Descriptive)**

**only after the declaration of results :-**

- (a) Any candidate who has taken the Departmental Examination (Descriptive) may apply to the Controller of Examination for inspection of his/ her answer scripts/ books only after the declaration of result and within such number of days/ period as may be specified by the Commission in its Record Retention Schedule as amended from time to time.
- (b) All such applications shall be accompanied by a Demand Draft in favour of Controller of Examination, J&K PSC on account of inspection fee, as may be prescribed by the Commission from time to time.
- (c) On receipt of such applications, the Controller of Examination will facilitate the inspection of answer scripts/ books.
- (d) No request of inspection of answer scripts/ books shall be entertained after the prescribed date on any ground whatsoever.
- (e) No request for provision of copies/ certified copies books shall be entertained on any ground whatsoever.

**DECISION**

- 50. Decision of the Commission :-** In any matter arising out of these rules, the decision of the Commission shall be final and binding.

**RETENTION OF RECORD**

- 51. Retention of Record :-** The Controller of Examinations shall ensure that all the records pertaining to the conduct of each examination are retained as per the Record Retention Schedule notified by the Commission from time to time.
- 52. Residuary :-** The Commission shall have the power to make rules and to issue instructions with respect to matters for which there is no specified provision in these rules.

J&K PSC (CONDUCT OF EXAMINATIONS) RULES, 2022

- 53. Repeal and saving :** - (1) The Jammu and Kashmir Public Service Commission (conduct of Examinations) Rules, 2005 are hereby repealed.
- (2) Notwithstanding such repeal anything done, any action taken or any direction issued under the repealed rules shall, unless the same is inconsistent with any provision of these rules, be deemed to have been done, taken or issued under the corresponding provisions of these rules.

*By order of the Commission.*

Sd/-  
(Bashir Ahmad Dar) JKAS  
Secretary  
J&K Public Service Commission