

GUIDELINES FOR THEORY EXAMINATION CENTERS

To,
The Chief Superintendents / Deputy Chief Superintendent/Observers / Squads
Theory Examination Centers of Para Medical Board.

Sir / Madam,

The following instruction must be briefed to all the staff involved in the conduct of examination:

The chief superintendent should give clear guidelines, to be followed in the conduct of theory exam to all the invigilators / staff.

1. Seating arrangements:

Forenoon session – Candidates appearing will be from II certificate/I diploma courses in RS1 and II diploma course in RS2. They may be seated 3ft apart with mixing of candidate's course wise.

Afternoon session - Candidates appearing will be from I certificate & III certificate/ II diploma courses in RS1 and I diploma & III diploma courses in RS2. They may be seated 3ft apart with mixing of candidate's course wise.

The duration of examination for 45 Marks and 50 Marks QP is 1hr 30 minutes and 90 Marks and 100 Marks QPs is 3 hrs.

2. Distribution of answer Scripts (in Serial Number Only)

a. The 36 sheet Answer Script (Green Colour) should be used in the examinations for the QPs of maximum marks of 90 and 100 of 3hrs duration.

b. The 24 sheet Blue Answer Script should be used in the examinations for the QPs of maximum marks of less than or equal to 50 and the question papers containing sections A.

c. The 24 sheet Pink Answer Script should be used in the examinations for the QPs of maximum marks of less than or equal to 50 and the question papers containing sections B.

d. The 24 sheet Purple Answer Script should be used in the examinations for the QPs of maximum marks of less than or equal to 50 and the question papers containing sections C.

3. Candidates are expected to be seated at their allotted seat on or before 9.00 A.M for morning session and 1:30 P.M. for afternoon session. Candidates under any circumstances are not to be allowed inside examination hall after 9.00 A.M (Morning Session) and 1:30 P.M (afternoon Session). This information is to be made known to all students through all possible channels without fail.

4. Downloading and printing of Question paper should be done in front of the Observer in the examination hall.

5. It is mandatory on part of invigilator to read instructions for the benefit of candidates prior to the commencement of every exam asking them to check their QP codes and schemes before the same is written on the answer booklet.
6. Invigilators should ensure correctness of the data in answer script filled by the candidates [Register No. , Q.P. Code, Date of Examination, scheme, Subject, section] **before signing** on the booklet.
7. Invigilators are instructed to check for correctness of QPs issued to all the students with respect to their hall tickets (QP Code and Scheme).
8. Invigilators should ensure that correct answer booklet number is entered against the candidate's register number in the Invigilators diary.
9. Tear register number slip from the answer booklet after the completion of examination.
10. Verify the teared slips with the invigilator dairy.
11. Q P Code wise verified teared slips to be inserted in to the brown envelop cover, fill and sign at the appropriate place. Use only one brown envelop for one Q P Code.
12. Declaration form stating that "the instruction has read by the invigilator before the commencement examination has to be signed by two candidates.
13. The chief superintendent should cease the hall ticket along with the answer booklet of those candidates who are booked for "malpractice".
14. The Chief Superintendent must enter statistics online the total No. Of students present & absent with absent student reg. no session wise with in 1 hour from commencement of each session.
15. Invigilators diary should be free from "errors and over writing".
16. **Do not waste the absentees answer scripts by marking absent.**
17. The exact number of scripts contained in each packet / bag / bundle or any cover should be clearly mentioned on the container and signed by the chief superintendent/Deputy Chief Superintendent and the observer.
18. **PMB Center code, center name, date and session details should write bold** on the container and signed by the chief superintendent/Deputy Chief Superintendent and the observer.
19. Make Separate bundle for Morning session and Afternoon session answer booklet.
20. The entire process is to be done under the Supervision of chief superintendent, observer and squad chief with CC TV recording.
21. The sealed answer scripts bundles and CC TV should be immediately dispatched on the same day.
22. The vouchers/remuneration bills for the theory examination have to be dispatched mandatorily to "Para Medical Board, lakshmi complex, 1st floor. opp. to Vani Vilas Hospital, fort, Bangalore-560002" on the last day of the examination with the signature of all staff involved in examination work, the Chief Superintendent and Observer.
23. "Please do not send vouchers/remuneration bills along with booklet send it separately"

Thanking you,

Yours faithfully,

Special Officer

Contact Numbers

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INSTRUCTIONS TO CANDIDATE

1. Candidate should not wear apron/over coats in the examination hall.
2. Candidate should take his/her place in the Examination hall 30 minutes before the time scheduled for the commencement of the examination.
3. Under no circumstance the above instruction can be relaxed.
4. Candidate should carry his/her Admission card/ ID during the Theory Examinations, Practicals and viva-voce.
5. Register Number of the candidates should be written very clearly in the space provided on the cover page of the answer book. Failure to write register number will result in rejection of answer book.
6. Candidate is prohibited from writing his/her name and are any other identification mark on any part of his/her answer book.
7. Candidate shall not leave the examination hall before 30 minutes after the commencement of the examination.
8. Candidate who leaves the examination room one hour or earlier to the closing time shall not take the question paper with him/her.
9. Candidate should not remove any page/pages from the answer book.
10. In the answer book the candidate is forbidden to write anything to the examiners.
11. Candidate who is undoubtedly suffering from serious infectious diseases of any kind will not be admitted to the examination hall.

MAL PRACTICE

12. Candidate should not bring into the examination hall any book, portion of the book, manuscript or paper of any description, or any electronic gadgets. Candidate should not indulge in copying, communicating with others either inside or outside the examination hall, or exchange answer book. Candidate violating any of these rules shall be sent out of the examination room immediately & considered as malpractice.
13. Candidate suspected of violation of the instructions or involved in malpractice shall be subjected to Physical verification by the authorized persons.
14. Candidate should not write religious symbols/scriptures/invocations/ or anything that would amount to revealing the identity of the candidate on the answer book.

MEMBER SECRETARY