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No. 18/09/2022/C-Recdt/BSF/
भारत सरकार, गृह मंत्रालय
Government of India, Ministry of Home Affairs
महानिदेशालय, सीमा सुरक्षा बल
Directorate General Border Security Force
(सूचना एवं संचार प्रौढ निदेशालय)
Information & Communication Technology Directorate
(संचार-भर्ती शाखा)
(Comn-Recruitment Section)

1st Floor, 4th Block
CGO Complex, Lodhi Road
New Delhi - 110003
Dated, the ___ Aug 2022

Recruitment Centre

Ftr HQ BSF Srinagar/Jammu/Punjab/Jodhpur/Gujrat/
South Bengal/North Bengal/Guwahati/Tripura/Spl (Ops) CG/
BICIT New Delhi/CEDCO BSF Bangaluru/CSWT BSF Indore/
BSF Academy Tekanpur/TC&S BSF HZB/ 95 Bn BSF (Bhondsi)

**DIRECT/DEPARTMENTAL RECRUITMENT FOR THE POST OF HC(RO) & HC(RM) IN BSF
COMN SET-UP-2022 : ASSIGNMENT OF RESPONSIBILITY TO NODAL OFFICERS**

Officers as mentioned against each recruitment centre in the Appendix-"A" to this letter are hereby nominated as Nodal Officer for entire recruitment process for the post of HC(RO) & HC(RM) in the BSF Comn Set-up-2022.

2. The nominated Nodal Officers shall ensure and supervise smooth execution of following tasks pertaining to the subject recruitment:-

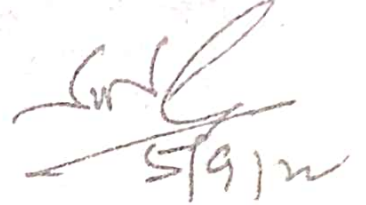
- a. Ensure timely detailment of board of officers for recruitment strictly as per composition mandated in the SOP on the subject.
- b. Hiring of adequate schools or provisions of in-house BSF campus (as the case may be) for accommodating the candidates in the written tests, timely issuance of admit cards to eligible candidates and smooth conduct of examination.
- c. Ensure that no malpractice, of unfair means, is resorted to by the candidates as well as the invigilator staff etc. during the entire process of recruitment at the respective centre.
- d. Ensure proper collection/depositing of question papers as well as answer sheets well in time with Recruitment Section, ICT Dte, FHQ.
- e. Ensure availability of sufficient number of biometric machines along with operators.

3. The Nodal Officers should personally brief all the Presiding Officers detailed for the recruitment test boards in accordance with the instructions issued by ICT Dte prior to commencement of the examination. Any point which needs clarification may be brought to the notice of the ICT Dte for taking decision of the Competent Authority

4. Above instructions should be strictly adhered to for smooth and fair conduct of Recruitment process. Scrutiny of online application will be carried out during Second phase of recruitment i.e. during documentation stage.

5. Standard guidelines for smooth conduct of OMR Based Written Test being held on 20 Nov 2022 for the post of HC (RO) & HC(RM) in BSF Comn Set-up-2022 is attached as Appx-"B".

Encl : Appx-"A" & Appx-"B"



(Sanjay Kumar Singh)
DIG (C-Estt)
ICT Dte, FHQ BSF

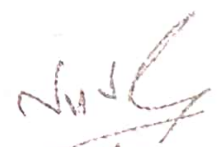
Copy to :

- i. The SDG (EC/WC)
- ii. The ADG (ANO)
- iii. Trg Dte, FHQ BSF
- iv. IG (HQ) FHQ
- v. DIG (HQ) FHQ

For favour of information please.

NODAL OFFICERS FOR RECRUITMENT CENTRES

Srl	Centre Name	Location	Centre Code	Officers detailed as Nodal Officer
1	Ftr HQ BSF Kashmir	Humama	01	Sh. A Srinivas, DIG(Prov/Comn)
2	Ftr HQ BSF Jammu	Paloura Camp	02	Sh. S C Yadav, DIG(Com2)
3	Ftr HQ BSF Punjab	Jalandhar	03	Sh. Brijnath Pradhan, DIG(Comn)
4	Ftr HQ BSF Rajasthan	Jodhpur	04	Sh. Bhanwar Singh, Rajpurohit, DIG/PSO
5	Ftr HQ BSF Gujarat	Gandhi Nagar	05	Name of DIG as detailed by Ftr HQ BSF Gujarat
6	Ftr HQ BSF South Bengal	Kolkata	06	Sh. Ajit Kumar Tete, DIG/PSO
7	Ftr HQ BSF North Bengal	Kadamtala	07	Sh. Sanjay Panth, DIG(Comn)
8	Ftr HQ BSF Guwahati	Guwahati	09	Sh. Ashutosh Sharma, Comdt
9	Ftr HQ BSF Tripura	Agartala	12	Name of DIG as detailed by Ftr HQ BSF Tripura
10	Ftr HQ (Spl Ops) CG	Bhilai (CG)	13	Sh. Arvinder Singh, DIG/PSO
11	BICIT New Delhi	New Delhi	15	Sh. Rajeev Sinha, DIG(Trg)
12	CEDCO BSF Bangaluru	Bangaluru	16	Sh. R Muthu Krishnan, DIG(Adm)
13	CSWT BSF Indore	Indore	17	Sh. Bhaskar Singh Rawat, DIG (CI&TS)
14	BSF Academy Tekanpur	Tekanpur	18	Sh. Ajith Kumar P, DIG (CSMT)
15	TC&S BSF Hazaribagh	Hazaribagh	19	Sh. Devi Saran Singh, DIG
16	95 Bn BSF Bhondsi	Bhondsi	20	Name of DIG as detailed by IG(HQ) FHQ.


 5/9/22
 (Sanjay Kumar Singh)
 DIG (C-Estt)
 ICT Dte, FHQ BSF



Border Security Force

MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA

BORDER SECURITY FORCE
(INFORMATION & COMMUNICATION TECHNOLOGY DIRECTORATE)

INSTRUCTIONS FOR RECRUITMENT CENTRES
DIRECT/DEPARTMENTAL RECRUITMENT
FOR THE POST OF HC(RO) & HC(RM) IN BSF
CONN SET-UP-2022

(Standard Guidelines for conduct of OMR based Written Test)

GENERAL INSTRUCTIONS FOR PRESIDING OFFICERS OF
MAIN BOARD & SUBSIDIARY BOARDS

1) ROLE OF PRESIDING OFFICERS (MAIN BOARDS)

The presiding officer (main board) is personally responsible for: -

- Making arrangements for orderly and disciplined conduct of examinations in a free, fair and smooth manner.
- Security and safety of examination material.
- Proper receipt, dispatch of examination material to the Subsidiary Centres
- Ensure that all officials concerned with the conduct of examination read the instructions prior to commencement of examination.
- Ensure availability of sufficient number of biometric machines along with operators.

2) EXAMINATION ARRANGEMENTS

a) ONE DAY BEFORE THE CONDUCT OF EXAMINATION

i. Seating Plan:

- Seating arrangements in examination halls to be strictly made in four rows with 6 candidates in each row (total-24). In longer halls or drill sheds, multiple blocks of 24 candidates (e.g. $24 \times 2 = 48$) to be accommodated provided there is clear distinction between two blocks of 24 candidates. (Please refer to Annexure-'A & B')
- Any deviation from the above mentioned seating plan will be deemed to be a serious irregularity, which may result in complications during distribution of question booklets and OMR answer sheets which are packed in bundles of 24 as each packet of question booklet has to be opened in presence of the candidates.
- Seating plan to be drawn for one/both (as the case may be) the sessions of the examination in advance and a copy of the drawn-up seating plan to be displayed at a prominent place at the main entrance of the examination hall and also room wise seating plan (Annexure-'A') at each entry door of the examination room.

- Sufficient space from left to right (horizontal way) to be kept between two candidates in each row so that the candidate do not feel cramped for space and may not have any chance for consultation and copying from each other.
- ii. Proper arrangement of light and ventilation for each examination hall/room, drinking water, wash rooms etc. shall be ensured.
- iii. Availability of officials and briefing:

The Presiding officer must ensure:-

- That he has gone through all the SOP/policies/letters sent by ICT Dte regarding conduct of the examination, especially with the packing and dispatch of the post examination material and has acquainted himself with the instructions given.
- That the availability of subsidiary presiding officers, members, invigilators and other staff is confirmed in advance and they have been detailed for the purpose.
- That the board members to be detailed on examination duty are briefed about the time schedule and details of the examination, their functions, duties and that they are instructed to be present for their duty at least two hours before the scheduled start of examination.
- iv. That no person other than detailed staff/ board member/faculty member of the concerned school/ college is put on examination duty of invigilator etc.
- v. Provision for frisking and baggage area:
 - Candidates have to be frisked thoroughly for mobile phones and any other electronic gadgets/accessories.
 - ✓ It should be ensured that female candidates are frisked only by female staff.
 - Bags of the candidates are not to be allowed to be kept in the examination room/halls.

vi. **Other arrangements:**

- Ensure that requisite material for examination like attendance sheets and requisite forms etc have been issued to all subsidiary centres.
- All stationery articles or additional items as may be required is to be kept ready in sufficient quantity to meet the requirements.
- Appropriate banner/posters conveying cautionary slogans, cautions for candidates have to be displayed at all prominent places of the venue.
- RAs to ensure availability of sufficient number of Bio-metric machines along with operators at the examination centre in order to ensure biometric verification of all candidates well before the commencement of examination.
- All RAs as well as PO will ensure that, bio-metric identification device should be used at entry gate of written examination centre to obviate impersonation and bio-metric data thus captured should be preserved in the safe custody of concerned RA for utilizing in subsequent Phases of recruitment process.
- The strong room of question papers should also be under surveillance of 24 hours of CCTV.
- The entry and attendance of the candidates in examination centres should be fingerprint based to ensure presence of genuine candidates not any impersonator.
- In the examination rooms, the CCTV cameras should also be installed and the same shall be under supervision of Govt Representative.

b) ON THE DAY OF EXAMINATION

- i. The examination will be held in two sessions i.e. morning and evening shifts.
- ii. The morning session will be from 0900-1100 Hrs and the evening session will be from 1400-1600 Hrs.
- iii. The PO (subsidiary boards) and board members/invigilators/staff etc should reach the venue at least two hours before the commencement of examination and should check whether all the pre-examination arrangements have been made and are in place.

- iv. Presiding officer (subsidiary boards) should give a final briefing to the board members/invigilators about their duties and responsibilities and brief them about the time schedule of the examination.
- v. A 'NO RELATION CERTIFICATE' in the prescribed format at annexure-'C' is necessarily to be provided by the PO (Subsidiary boards), board members/invigilators deployed for examination duty.
- vi. The Presiding Officer of the subsidiary boards should be handed over with:-
- Copy of candidates appearing in their respective sub centre.
 - Attendance sheet (as per annexure-'D').
 - Room wise distribution of question paper, OMR sheet.
 - Question paper packet opening certificate.
- vii. Presiding officer of the subsidiary board should ensure that none of officials/staff put on examination duty as invigilator carry with them their mobile in the examination rooms. They are also not allowed to read newspaper or magazines inside examination Room/Hall as they are expected to be alert and vigilant during the conduct of the examination.
- viii. Opening of packets containing the examination material:
- The sealed packets containing carton/boxes of question paper booklets/OMR sheets should be opened in the exam hall only 60 minutes prior to commencement of the exam and in the presence of members of the board whose signatures be obtained on the packet of each question paper.
 - A certificate to be taken from the PO of subsidiary board stating that the seals on packets were properly checked by him in the presence of the members of the board as per annexure-'C'.
 - On opening the packet, it should be verified and ensured that the number of the question booklet packets and the OMR sheets packets are same as indicated.
 - In case, no candidate turns up for examination, the packet containing the question papers should not be opened and the same is to be deposited with the Presiding officer of concerned recruitment centre.
- ix. Entry of the candidates:
- The candidates may be allowed to enter the venue only 45 minutes before the scheduled start of the examination as it would facilitate the task of frisking etc and help in regulating the entry.

- Admission of candidates in OMR based written examination hall/ centre will be permitted purely on producing of Admit Cards issued by concerned recruiting agency. The detailed Board of Officers will verify the identity of candidate with photograph, signature and personal identification marks etc. of candidates given in the application forms as available. In case, if any instance of impersonation occurs, such candidates should be handed over to Police and FIR be lodged with concerned Police Station.
- Proper frisking of candidates (both Male & Female) should be carried out before allowing them to enter into the examination hall in order to rule out possession & use of any prohibited material or electronic gadgets viz. calculator, digital diary, cellular phone, bluetooth device, pager or any other electronic gadgets. Female staff be deputed for frisking of female candidates appearing for the examination.
- Personal belongings, bags & mobile phones etc. of candidates should be kept at an appropriate place, but not in the vicinity of examination hall.
- Ensure that all the candidates fill up their initial details in the OMR/answer sheets legibly and correctly, well before the actual commencement of screening test.
- No candidate be allowed to leave the exam hall/place during the first half hour of commencement of examination.
- Candidates turning up late beyond 15. minutes of the commencement of examination will not be allowed to enter in the examination hall.
- Late entry of the candidates after the scheduled start of the examination is strictly prohibited and the entry gates have to be locked once the examination has started. Accordingly, no candidate shall be allowed to enter the examination hall after commencement of exam (0900 and 1400 Hrs) and to leave the examination hall before scheduled expiry of examination (1100 and 1800 Hrs).
- Ftrs/ RAs to ensure detailment of Vigilance Staff during the conduct of written examination for proper vigilance coverage to conduct the examination in fair and transparent manner.

- However, Nodal Officers, senior officials of BSF on flying squad duty etc. and other officials related to the supervision of the conduct of the examination including main board of respective centre shall be allowed entry in the room/premises.

x. In the examination room/hall before the start of the examination:

- The Presiding officer of the sub-centre should ensure that there are adequate invigilators per room/block of 24.
- He should ensure that only the right candidate having admit card downloaded from BSF recruitment portal appears in the examination.
- Presiding officer of the sub-centre should ensure that invigilators receive the duly sealed packets containing OMR sheets, 30 minutes before commencement of the examination.
- Invigilators should distribute the OMR sheets strictly in the pattern as shown in the distribution matrix as at annexure 'B' atleast 30 minutes before the start of the examination so that the candidates complete the entries in the OMR answer sheet.
- The essential details like name, roll number, name of post, question booklet series code & number etc. filled/ shaded by the candidates in OMR answer sheets should be checked by the invigilator properly. Once OMR answer sheets are found to be correctly filled by all the candidates, the question paper shall be distributed to the candidates. However, this task should be completed well before the commencement of scheduled time of written examination. This will avoid the rejection of OMR answer sheet during the course of scanning/evaluation.
- Invigilators have to carefully verify the identity of the candidates by matching face of the candidate who has reported for examination, with the scanned photo and signatures of candidates available in the admit card and his original photo ID such as driving license, college ID, voter ID, PAN card, AADHAR etc. in case of any suspected impersonation, the matter is to be reported to the presiding officer of concerned centre immediately after taking necessary action. In case the candidate is not able to produce an ID proof, such candidates should not be allowed to sit for the examination.

- Invigilators should ensure that only the bonafide candidate appears in the examination and the verification of the candidate is carried out without any obstruction to the candidate.
- Attendance sheet provided at Annexure-'D' should be filled and signed by each properly. Left hand thumb impression of each candidate shall be taken on the attendance sheet to rule out the impersonation.

xi. Receipt of packet of question booklet and distribution of the OMR sheets:

- The Presiding officer of the sub-centre should ensure that the invigilators receive the duly sealed packets containing the question booklets (each with 24 booklets), 15 minutes before the examination.
- The invigilators should check that all seals on the covers of the question papers packets are intact.
- The sealed packets containing question booklets have to be opened just 5 minutes before the start of the examination halls/rooms (and not else) in front of the candidates.
- The invigilators should distribute the question booklets strictly in the pattern as shown in the distribution matrix and as done in the case of distribution of OMR sheets.
- It may be categorically announced and made clear that the individual seal of the question booklet is to be opened by the candidate only at the scheduled time of the start of the examination.

c) During the examination:

- During the entire conduct of examination, the invigilators must maintain strict vigil and should be alert. They may be better advised to not engage in talking amongst themselves or indulge in any extraneous activity during the examination.
- Possession/use of mobile phones or accessories, bluetooth device or any other electronic gadget by the candidate is strictly prohibited and shall debar a candidate from the examination.

- Any pre-examination formalities (e.g. taking signature and left hand thumb impression on report/OMR sheet etc.) should be finished as early as possible. The invigilators have to ensure that the task of taking attendance is over within 30 minutes of start of examination.
- Defective question booklets/OMR sheets if any, can be replaced as far as possible with the same series from the left out candidate upto 10 minutes after commencement of the exam. Thereafter, it should not be allowed. No OMR/answer sheet should be allowed to be taken out of examination hall during exam hours under any circumstances by a candidate or any unauthorized person.
- Invigilator himself/herself has to put his/her signatures on the attendance sheet and OMR sheet, wherever required.

d) POST EXAMINATION ARRANGEMENTS

- As soon as the final bell indicating the end of examination is rung, the invigilators should collect the answer/OMR sheets from each present candidate in the order, in which they were distributed so that they are arranged in the order.
- The candidates may be allowed to leave the examination room only after proper accounting of the OMR answer sheets after tallying by head counting of candidates, should allow them to leave the examination room.
- Five minutes before the scheduled end of the examination, the invigilators should announce to the candidates to finish their work in remaining five minutes and also to close the gate of the room/hall.
- Candidates are allowed to take away the question booklet and duplicate copy of OMR sheet after the exam is over. However, if any candidate takes away the original OMR sheet or in case of missing OMR sheet (s) after the exam is over, such incident shall be reported by the invigilator to the PO, Subsidiary board, who shall prepare a report about it and lodge an FIR at the concerned Police Station.
- The Board of Officers should collect all material and without loss of any further time, deposit the same with the centre.
- After the exam is over, the venue (sub-centre) premises should be got cleared of all the candidates and other outsiders.

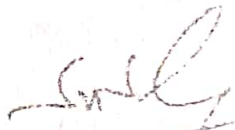
Page 9 of 14

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DIRECTOR
 KOSHYS INSTITUTE OF MANAGEMENT STUDIES
 # 31/1, Kadusonnappanahalli,
 Kannur Po, Hennur-Bagalur Road,
 Bangalor-562 149

- Examination material should be packed, sealed and dispatched properly
- Unused question booklet/OMR sheets are to be deposited back to the centre for further disposal.
- The Presiding Officer of the Centre would be personally held responsible for use of any unused question booklet/OMR sheets allotted to the venue, where he is conducting the examination.

PROCEDURE FOR BIO-METRIC

To obviate impersonation during recruitment modern bio-metric verification of candidates be carried during each state of recruitment. Bio-Metric data of candidates is required to be captured at various stages of recruitment. Accordingly, to avoid the case of impersonation and maintain transparency, computer based bio-metric data in respect of all the candidates participating various stages of recruitment is required to be captured to implement the said recruitment in right spirit and curb impersonation during recruitment.


5/9/20
(Sanjay Kumar Singh)
DIG (C-Estt)
FHQ BSF, New Delhi

SEATING PLAN

(To be displayed at the entrance of the exam room/hall)

Name of the Examination: _____

Paper/Session: (Forenoon/Afternoon)

Room No _____

Roll Number _____ 1	Roll Number _____ 7	Roll Number _____ 13	Roll Number _____ 19
Roll Number _____ 2	Roll Number _____ 8	Roll Number _____ 14	Roll Number _____ 20
Roll Number _____ 3	Roll Number _____ 9	Roll Number _____ 15	Roll Number _____ 21
Roll Number _____ 4	Roll Number _____ 10	Roll Number _____ 16	Roll Number _____ 22
Roll Number _____ 5	Roll Number _____ 11	Roll Number _____ 17	Roll Number _____ 23
Roll Number _____ 6	Roll Number _____ 12	Roll Number _____ 18	Roll Number _____ 24

DISTRIBUTION MATRIX
(for 24 Candidates {6x4})

INVIGILATOR TABLE

SEATING PLAN-'A' FOR 24 CANDIDATES (4X6)

1	A	7	C	13	A	19	C
2	B	8	D	14	B	20	D
3	C	9	A	15	C	21	A
4	D	10	B	16	D	22	B
5	A	11	C	17	A	23	C
6	B	12	D	18	B	24	D

SEATING PLAN-B FOR 48 CANDIDATES (4X6) + (4X6) IN HALL

1	A	7	C	13	A	19	C
2	B	8	D	14	B	20	D
3	C	9	A	15	C	21	A
4	D	10	B	16	D	22	B
5	A	11	C	17	A	23	C
6	B	12	D	18	B	24	D
25	A	31	C	37	A	43	C
26	B	32	D	38	B	44	D
27	C	33	A	39	C	45	A
28	D	34	B	40	D	46	B
29	A	35	C	41	A	47	C
30	B	36	D	42	B	48	D